RENAISSANCE LEARNING

KeyWords™ User Manual

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Welcome to KeyWords

About KeyWords and Keyboarding

The KeyWords SmartApplet develops basic keyboarding skills using fun and interesting lessons. KeyWords uses a language-based system that entertains as it trains. It provides cumulative lessons that teach accuracy and speed a few keys at a time, and it offers encouragement with positive feedback and helpful hints.

KeyWords also checks progress at each level with typing tests. You can then view progress reports on the NEO or by using the KeyWords program in Renaissance Place.

The KeyWords design is based on research about how people learn to type:

- Speed and typing fluency increase more readily if simple words are used and repeated. The KeyWords method follows this model of repetition, presenting diverse vocabulary, rhymes, and humor to keep lessons interesting.
- Typists learn patterns of keystrokes more quickly when they aren't interrupted by immediate corrections. The KeyWords error-checking method emphasizes the importance of words and phrases.
- Speed skills and accuracy are best developed independently. KeyWords provides separate lessons for these skills. You can set proficiency goals and view reports as learners test themselves.
- Speed increases with practice typing words and phrases instead of random letters. By practicing with words and phrases, new typists learn common letter patterns that are the building blocks for simple and complex words. This promotes the ability to quickly recognize and type letter combinations that occur frequently.

KeyWords Versions in NEO 1 and NEO 2

NEO 1 and NEO 2 use different versions of the KeyWords SmartApplet: KeyWords is used on NEO 1, and KeyWords Wireless is used on NEO 2. The screens in these versions look different, and at times the steps for a task are also different. This chapter tells you how to use both versions of the KeyWords SmartApplet. In most places, the NEO 2 screens are shown.

Using the KeyWords SmartApplet

How the KeyWords SmartApplet Works

If you plan to use the KeyWords RP reports (within Renaissance Place)*, you'll need to perform some additional setup. See page 56.*

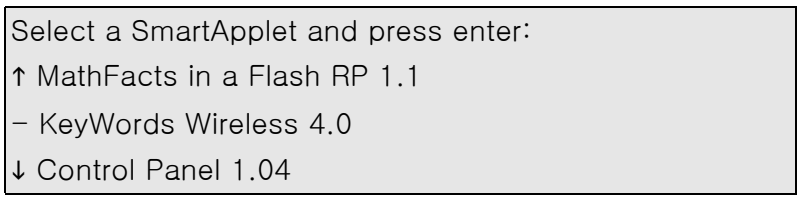
1. Teachers add students, or students add themselves as students. Teachers may also set pre-test levels for students (see page 23).
2. The student completes the pre-test and the Start Here! activity.
3. The student selects a group of keys to learn. (Teachers may require students to complete the lessons in order; see page 23).
4. The student works through the activity for learning the new keys.
5. The student uses the accuracy and speed builder activities.
6. The student takes an accuracy and speed test.
7. The student or teacher checks student progress using reports on the NEO, **or** the teacher synchronizes the KeyWords data with Renaissance Place and views reports in the KeyWords RP program.
8. After completing all lessons, the student takes a post-test.

Starting the KeyWords SmartApplet

If KeyWords is not installed on your NEO, *see the* NEO 2 User Manual *to find out how to install it.*

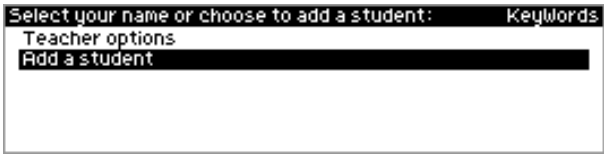
KeyWords comes installed on each NEO. To start KeyWords, follow these steps:

1. After starting the NEO, press **applets**.
2. Use the arrow keys to move the cursor next to **KeyWords** (NEO 1) or **KeyWords Wireless** (NEO 2); then, press **enter**.

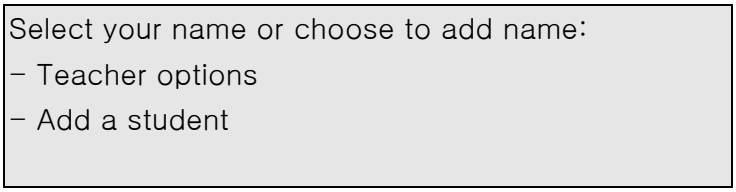


3. You'll see this KeyWords startup screen:

NEO 2



NEO 1



Adding Students to NEO 2s Using NEO Manager

Note: If you are using NEO 1, or if you have chosen to use KeyWords in offline mode on NEO 2 (see page 24), to add students, follow the instructions in "Adding a Student to a NEO 1 or to a NEO 2 in Offline Mode" on page 9.

For NEO 2s only, you can add students to NEO Manager on your computer so that students can choose **Add a student**, enter their user name and password (see page 8), and start learning to keyboard.

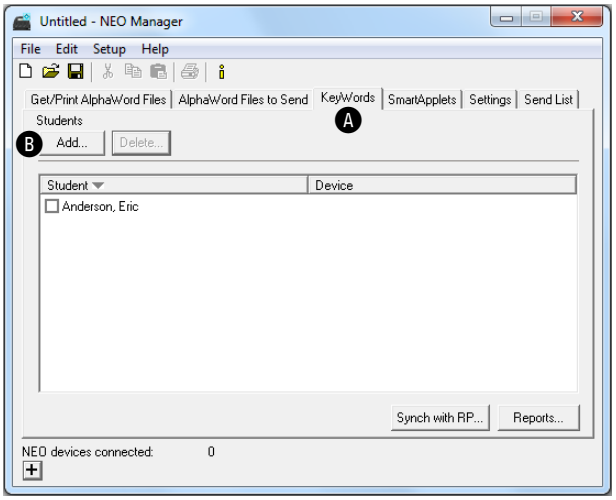
In NEO Manager, you can add students one by one or import them from a file or from Renaissance Place.

Importing Students from Renaissance Place into NEO Manager

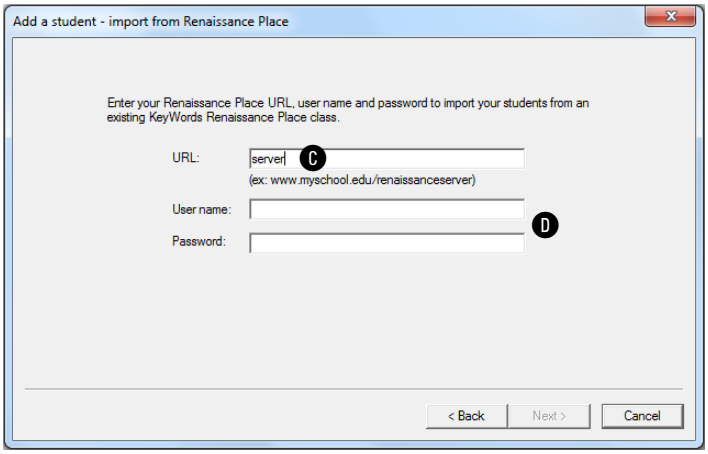
If you are using Renaissance Place software, and you already have KeyWords RP classes set up for reporting, you can import your students directly from your KeyWords RP classes by following these steps. This makes it easier to make sure that you have the same students in KeyWords RP (for reporting) and in the KeyWords SmartApplet on your NEO 2s.

1. Start NEO Manager on your computer (see page 30).

2. Click the **KeyWords** tab Ⓐ.

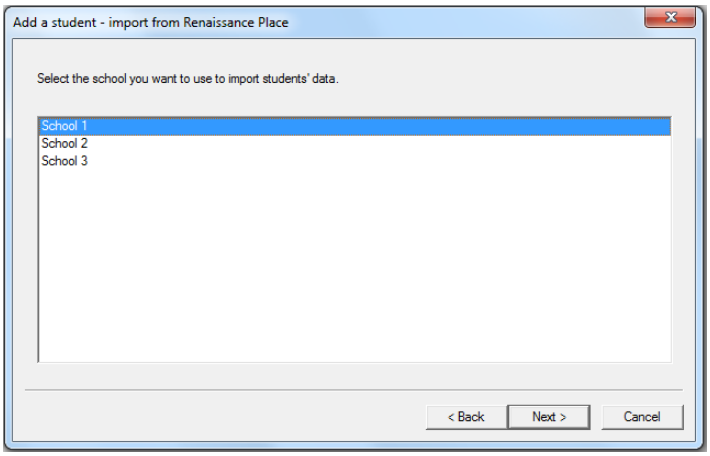


3. Click **Add** Ⓑ.
4. Click the **Import from Renaissance Place** option. Then, click **Next >**.
5. Enter the address that you use to go to Renaissance Place in your web browser Ⓒ.

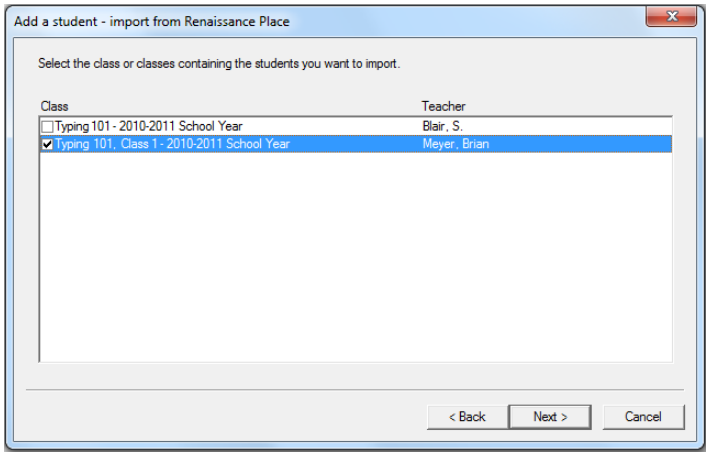


6. Enter the user name and password that you use to log in to Renaissance Place Ⓓ. Then, click **Next >**.

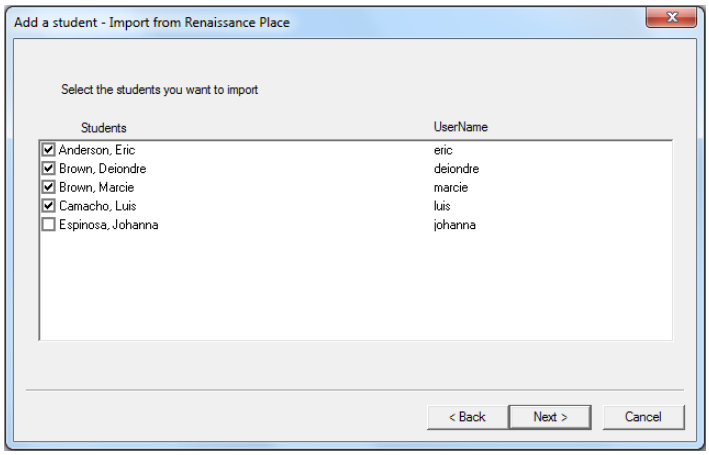
7. If there is more than one school in Renaissance Place, click your school; then, click **Next >**.


Add a student - import from Renaissance Place
Select the school you want to use to import students' data.
School 1
School 2
School 3
< Back
Next >
Cancel

8. Check the boxes for the classes that you want to import students from; then, click **Next >**.


Add a student - import from Renaissance Place
Select the class or classes containing the students you want to import.
Class
Teacher
Typing 101 - 2010-2011 School Year
Blair, S.
Typing 101, Class 1 - 2010-2011 School Year
Meyer, Brian
< Back
Next >
Cancel

9. All students are checked. Remove the check mark for students that you do **not** want to import. Then, click **Next >**.

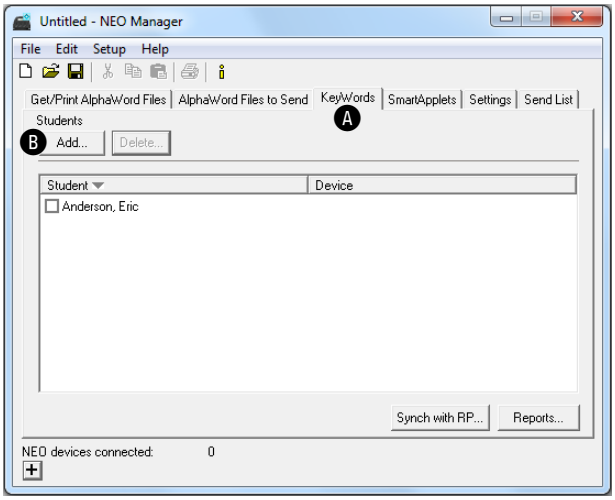


10. Read the summary. Then, click **Import** to import the students.
11. Click **Done** after the students have been imported.
12. The students will be listed on the KeyWords tab. To add the students from NEO Manager to each NEO 2 (or to have the students add themselves by logging in), see “Adding Students to NEO 2s from NEO Manager” on page 8.

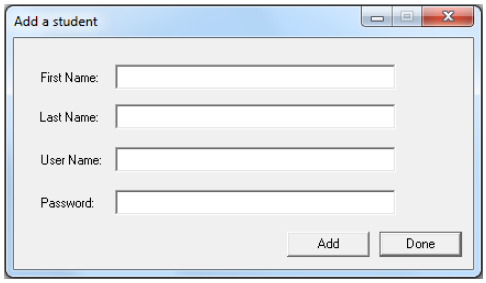
Manually Adding Students in NEO Manager

If you are not using Renaissance Place, you can follow these steps to add your keyboarding students in NEO Manager:

1. Start NEO Manager on your computer (see page 30).
2. Click the **KeyWords** tab Ⓐ.



3. Click **Add** Ⓑ.
4. Click the option **Manually enter student names**. Then, click **Next >**.
5. Enter each student's first name, last name, and the user name and password that you want the student to use to log in to KeyWords. Then, click **Add**. Repeat this step for each student.



6. Click **Done** after adding the last student.
7. The students will be listed on the KeyWords tab. To add the students from NEO Manager to each NEO (or to have the students add themselves by logging in), see "Adding Students to NEO 2s from NEO Manager" on page 8.

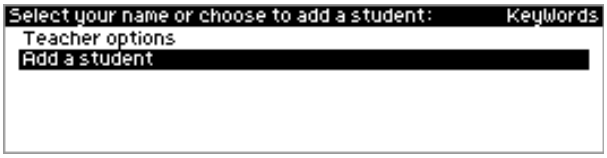
The first name and last name can each be up to 35 characters long. *The user name can have from 2 to 50 characters. The password can have from 2 to 20 characters.*

Adding Students to NEO 2s from NEO Manager

To add students to NEO 2s after adding or importing them in NEO Manager (or to have students add themselves), follow these steps.

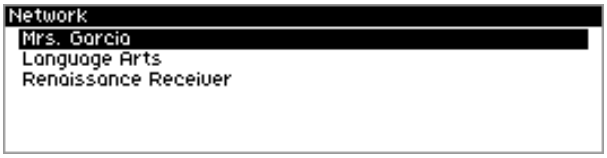
Note: Whether you are adding the students or they are adding themselves, the Student Information Report in NEO Manager gives you a helpful list of students' user names and passwords. See page 34.

1. After starting KeyWords, press the ↓ key until **Add a student** is highlighted; then, press **enter**.



The name that you gave the Renaissance Receiver is the one students will see in the Networks list. *See the* NEO 2 Quick Guide *or* NEO 2 User Manual *to find out how to change the name.*

2. You may be shown a list of Networks that are available. (Networks are Renaissance Receivers connected to computers.) Use the up and down arrow keys to highlight the Receiver you want to connect to; then, press **enter**.



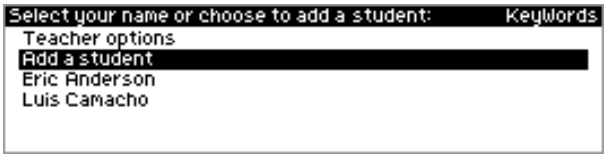
If you have chosen a Receiver before, the program may ask if you want to stay connected. Press **Y** for yes or **N** for no; then, press **enter**. (If you choose no, you'll need to select another Receiver.)

If you make a mistake, *press* ***back space*** *to erase and correct the error. If the error is on a different line, use the arrow keys to go to the error so you can correct it.*

3. Type the student's user name (your user name if you are the student) and press **enter**. Then, type the password and press **enter**.

Use the Student Information Report in NEO Manager to get students' user names and passwords. *See page 34.*

4. You will see a "Checking Settings" message, then "Adding new student." After this, you will return to the KeyWords starting screen, and the student who was added will be listed.



Teachers may want to set students' pre-test levels before they begin working in KeyWords. You can set each student's level to Beginning Typist, Intermediate Typist, or Advanced Typist. This determines what the student will be asked to do in the test. To set the pre-test level, see page 23.

Adding a Student to a NEO 1 or to a NEO 2 in Offline Mode

Add each student to just one NEO *to avoid confusion in reports. The student can only use KeyWords on a NEO where he or she has been added, and limiting the student to work on a single NEO will help you accurately monitor the student's progress through KeyWords lessons.*

Use this method to add your students to the KeyWords SmartApplet if any of the following is true:

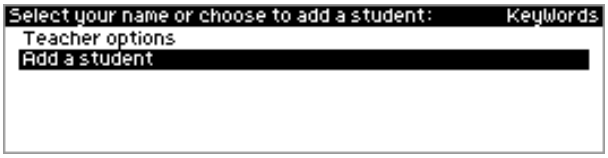
- You are using NEO 1.
- You are using NEO 2, but you don't have a Renaissance Receiver, and you are using the KeyWords SmartApplet in offline mode (see page 24).

Students can also add themselves to the NEO by following these steps.

These steps describe how to add a student to the KeyWords SmartApplet. If you want to use KeyWords RP for reports, you'll need to add students in Renaissance Place as well.

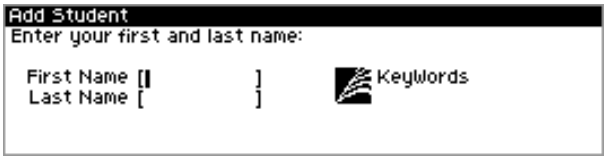
Note: The examples in the steps below show NEO 2 screens. NEO 1 screens look different, but the steps are the same.

1. After starting KeyWords, press the ↓ key until **Add a student** is selected; then, press **enter**.



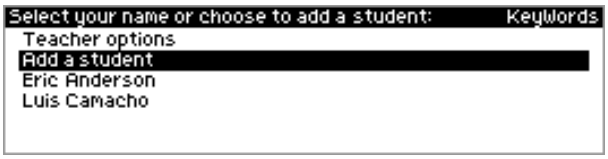
If you make a mistake, *press* ***backspace*** *to erase and correct the error. If the error is on a different line, use the arrow keys to go to the error so you can correct it.*

2. Enter the student's first name, press **enter**, and enter the student's last name. Then, press **enter**.



3. Enter a password for the student (2–6 characters), press **enter**, and type the password again. Then, press **enter**.

4. NEO will show you that the student is being added; then, it will return to the KeyWords start screen, which will now include the new student's name.



5. If you want to add more students, repeat the steps above. All students that you add will be listed alphabetically by last name.

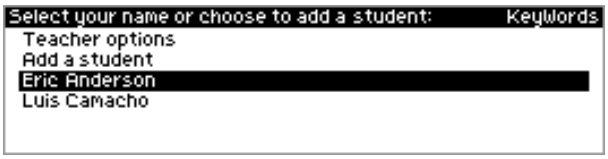
   You may want to set your students' pre-test and post-test levels before they begin working in KeyWords. You can set the student's level to Beginning Typist, Intermediate Typist, or Advanced Typist. This determines what the student will be asked to do in the test. See page 23 to set it on the NEO or page 31 to set the level in NEO Manager.

Choosing Your Name, Taking the Pre-Test, and Starting Lessons

After students have been added, they can begin working through the lessons. The first lesson is an introductory overview to teach students how to sit properly and where to place their hands on the keyboard. The other lessons help students learn new keys, build speed and accuracy, and test their proficiency.

Students can follow these steps to start work in the KeyWords SmartApplet.

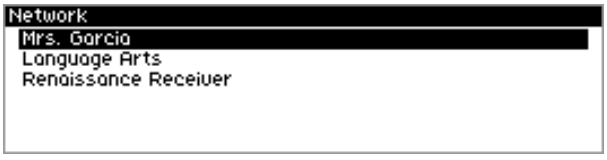
1. After starting KeyWords, use the arrow keys to select your name in the list. Then, press **enter**.



2. If you are using NEO 1, go to step 3.

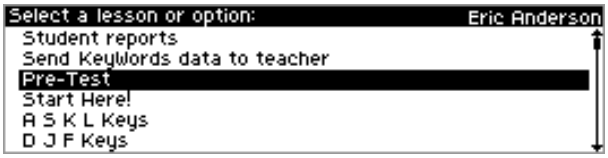
   On NEO 2, you might be asked to choose a network, or you might be asked if you want to stay connected to a specific Receiver name. Networks are Renaissance Receivers connected to teacher computers. The teacher should tell you which Receiver to use.

   - If the screen lists the networks, use the up and down arrow keys to highlight the correct name; then, press **enter**.

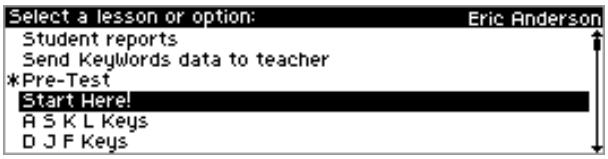


- If the screen asks if you want to stay connected to a Receiver, press **Y** if the name is correct or **N** if it is not correct. Then, press **enter**. If you choose no, you'll be asked to choose a different one.

3. Type your KeyWords password and press **enter**. (If you don't know what password to use, talk to your teacher.)
4. Select **Pre-Test** and press **enter**.



5. For the pre-test, after viewing instructions, type the text as instructed. At the end of the pre-test, you will see how many words per minute (WPM) you typed and how many errors you made. When you finish, you will go back to the list of lessons.
6. After you complete the pre-test, you will return to the lesson list. Notice that there is an asterisk (*) next to the pre-test, which you have just completed. The * will appear next to each lesson as you complete it. The + will appear next to each lesson that you have started, but not finished.



7. To start the first lesson, select **Start Here!** and press **enter**.
8. Follow the instructions on the NEO screen to learn about the space bar and enter key, how to sit properly, and where to put your hands on the keyboard.

   Note: This lesson will refer you to the keyboard picture. You or your teacher can find this picture in the KeyWords Extras folder on the NEO Manager CD, in the SmartApplets folder on the NEO Documentation CD, or in the KeyWords RP resources. For more about the resources available to KeyWords teachers, see page 73.
9. Now, select another lesson you want to complete (such as **A S K L Keys**) and press **enter**. In each of the other lessons, you can choose one of three options:
   - **Learn new keys** helps you learn to type the keys. For more information about this, see the next section.
   - **Use accuracy and speed builders** helps you improve your accuracy and increase your speed while typing these keys. For more information, see "Building Accuracy and Speed" on page 12.
   - **Take accuracy and speed test** lets you test your proficiency using these keys. For more information, see page 14.

The arrows on the screen *show you that there are more options above or below the ones you're viewing.*

The teacher can set the difficulty level of the pre-test and post-test; *see page 23 to set it on the NEO itself or page 31 to set it for multiple students and NEOs using NEO Manager.*

You may see an x before some lessons if the teacher requires you to do the lessons in order *(see page 23 and page 31). The x means that you have not passed the Accuracy and Speed Test for a previous lesson. Once you pass the test, the x will disappear from the next lesson.*

As you complete each task, you can choose another option within this lesson, or you can select another lesson. To go back to a previous screen (such as the lesson list or the list of names), press **esc** until you get to that screen.

Learning New Keys

When you choose the **Learn new keys** option within a lesson, KeyWords asks you to type the keys you're learning and to type combinations of the keys in different sequences.

If you type the wrong key, KeyWords will make corrections, but if you continue to type the wrong keys, KeyWords will give you a hint and show you the keyboard layout with the key highlighted to help you find it. You must press the correct key to go on.

You can find visual aids that help you learn keyboarding on the NEO Manager CD, on the NEO Documentation CD, or in the KeyWords RP resources. See page 73.

Building Accuracy and Speed

You can't skip forward or backward during an activity.
*You must perform the activities as they are presented. However, you can stop a lesson by pressing **esc**.*

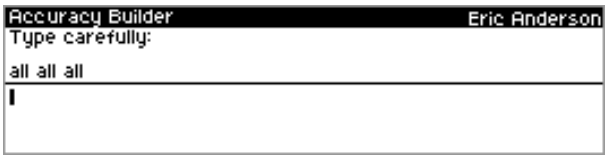
When you choose **Use accuracy and speed builders** in a lesson, KeyWords helps train you to press keys correctly, which improves your accuracy and helps you build up speed. For each lesson, there are six practice passages in the accuracy and speed builders. The following example shows the practice passages for the ASKL keys. (On the NEO, you would typically only see three of these passages listed at one time.)

To choose the passage you want to work on, use the arrow keys to select it and press **enter**.

Accuracy

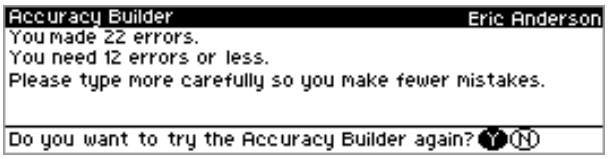
During the accuracy portion of this activity, KeyWords will ask you to type each of the words and then give you the words in different sequences. The accuracy builder helps you practice your newly learned keystrokes with whole words and

phrases. It emphasizes precision, not momentum. KeyWords presents passages of small words or letter patterns to type.



When you complete all the lines in the passage, KeyWords displays the number of errors you made. Errors are the number of words you typed incorrectly; even if you make more than one mistake typing a word, it counts as only one error. Typing extra spaces between words also counts as one error.

KeyWords compares your accuracy (number of errors) to the passing criteria (see page 25). If you don't meet the passing criteria, a message will tell you to type more carefully so you make fewer mistakes, and you will not go to the speed builder. **On NEO 1,** when you press the space bar, you will go back to the screen where you can select passages. **On NEO 2,** you will be asked if you want to try the Accuracy Builder again; if you want to do this, leave **Y** selected and press **enter**.


Accuracy Builder
Eric Anderson
You made 22 errors.
You need 12 errors or less.
Please type more carefully so you make fewer mistakes.
Do you want to try the Accuracy Builder again? (Y) (N)

If you meet the passing criteria, you will see a message like the one below, and when you press the space bar, you will go on to the speed builder.

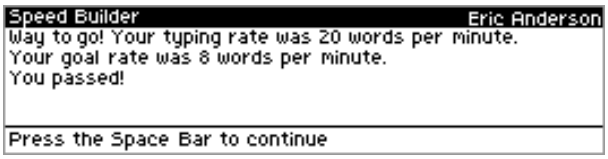
Accuracy Builder
Eric Anderson
Nice job! You only made 1 error.
You are now ready for the Speed Builder.
Press the Space Bar to continue

Speed Builder

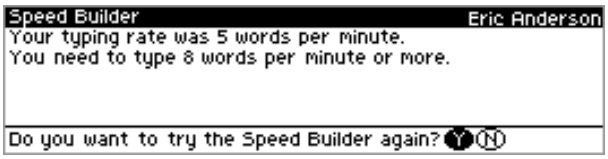
After you pass the accuracy activity, KeyWords gives you a speed builder activity. You cannot go straight to the speed builder activity; it always starts automatically after you pass the accuracy activity. Even if you've completed the accuracy activity before, you must go through it again before you can work on the speed builder.

KeyWords shows you your goal before the activity, and afterwards, it shows you whether you met the goal. (For more about goals, see page 25.) Goals are based on the number of words you type per minute. Type the text on the screen and press the space bar when asked to do so. As you type, the progress bar will show you the rate at which you should be typing words to meet your goal.

When you finish the activity, a message will show you whether you met your goal. If you met your goal, you will see a message like this:


Speed Builder
Eric Anderson
Way to go! Your typing rate was 20 words per minute.
Your goal rate was 8 words per minute.
You passed!
Press the Space Bar to continue

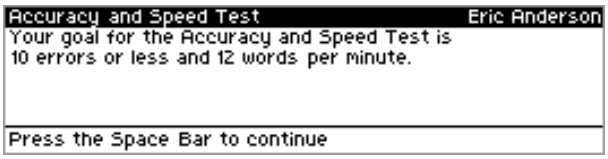
If not, you will see a message like the one below. After you press the space bar, you will see a message asking if you want to try the speed builder again. Press **Y** for yes or **N** for no.


Speed Builder
Eric Anderson
Your typing rate was 5 words per minute.
You need to type 8 words per minute or more.
Do you want to try the Speed Builder again? (Y) (N)

Taking an Accuracy and Speed Test

The third option in each lesson, **Take accuracy and speed test**, lets you test your progress. Each lesson has four different tests that you can take. You can retake a test anytime. Your record shows only your best results.

When you choose this option, the NEO shows the goals you need to meet for accuracy and speed in order to pass the test.


Accuracy and Speed Test
Eric Anderson
Your goal for the Accuracy and Speed Test is
10 errors or less and 12 words per minute.
Press the Space Bar to continue

As in the accuracy builder, the number of errors is counted as the number of incorrectly typed words. Even if you make more than one mistake while typing a word, it counts as only one error. Typing extra spaces between words also counts as an error.

The top line on the screen shows you the text to type and when to press **enter**. After you've typed the text, the screen shows your accuracy and speed scores, your goal, and whether you passed for accuracy and for speed. Note that you may pass either accuracy or speed without passing the other element.

Press the space bar on this screen. One of two things will happen:

- On NEO 1s, or on NEO 2s running in offline mode (see page 24), you will return to the lesson screen.
- On NEO 2s running in online mode (see page 24), you will be asked to choose a network name, or you will be asked if you want to stay connected to the last one you chose. Then, KeyWords will send information about all of your KeyWords work to the NEO Manager program on the teacher's computer.

Completing the Post-Test

The teacher can set the difficulty level of the pre-test and post-test. *To do this on one NEO, see page 23; to set the level in NEO Manager, see page 31.*

After the student has completed all lessons, he or she takes a post-test by following these steps:

1. After selecting your name and entering your password, use the arrow keys to select **Post-Test**; then, press **enter**.
2. The first two screens tell you how the test will work and then tell you to place your fingers on the Home row. Press the space bar after reading the instructions on each screen.
3. Type the text in the test as instructed. Press **enter** after typing each line.
4. When you have finished, the screen will show how many words per minute you typed (WPM), and the number of errors you made. Press the space bar after reading this information.

   You can take the post-test more than once if you want to improve your score. The results of your best post-test will be saved.

How Students Check Progress Using Reports

Teachers can also create a Group Progress Report. *See page 21. Reports are also available in KeyWords RP in Renaissance Place; see page 61.*

Students can check their progress any time to see how well they are doing on KeyWords lessons. These reports are available:

- **Student Progress Report:** This report includes all the lessons the student has worked on. It shows the keys that the student did each lesson for, the student's goals for words per minute (WPM) and accuracy, and the student's actual scores. It also shows whether the student has passed the accuracy and speed test, and it lists the accuracy and speed builders that the student has done. The pre-test and post-test are included in this report, but they include only the words per minute and number of errors since goals do not apply and since there is no separate accuracy and speed test.
- **Last Lesson Report:** This report shows the keys the lesson was for, the student's goal for words per minute (WPM), the student's actual words per minute, the student's goal for errors, the student's actual number of errors,

and whether the student passed the accuracy and speed test. The pre-test and post-test are included in this report, but they include only the words per minute and number of errors since goals do not apply and since there is no separate accuracy and speed test.

When a student or teacher selects a report, he or she can do one of the following:

- Choose to print it.
- Send it directly to the computer connected to the NEO with a USB cable.
- Send it to an AlphaWord Plus file on the NEO.

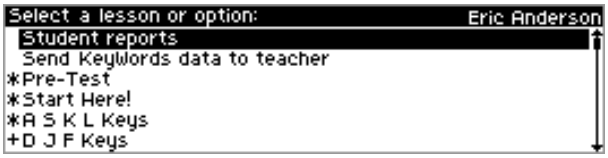
If you choose to send it to an AlphaWord Plus file, the report may wrap across several lines, so it might be difficult to read. However, you can send the file to a computer or print it; if you use a monospace font like Courier, the report will have its proper formatting.

Sending reports to AlphaWord Plus is also useful because if you are using several NEOs with NEO Manager, you can use that program to retrieve the files from multiple NEOs at the same time. You can then view, save, or print the reports.

Follow these steps to create a report:

1. In KeyWords, select your name (or your student's name) from the student list and press **enter**.
2. If you are using KeyWords in online mode (see page 24), you may be shown a list of Networks (Renaissance Receivers connected to computers) that are available. Use the up and down arrow keys to highlight the Receiver you want to connect to; then, press **enter**.

   If you have chosen a Receiver before, the program may ask if you want to stay connected. Press **Y** for yes or **N** for no; then, press **enter**. (If you choose no, you'll need to select another Receiver.)
3. Type the password and press **enter**.
4. On the Select Lesson or Option screen, press ↑ until **Student reports** is selected at the top of the list. Then, press **enter**.



5. You can choose a Student Progress Report or a Last Lesson Report. Use the arrow keys to select the report you want; then, press **enter**.

6. Follow the instructions for your NEO model:

NEO 2

The report will appear on the screen. Press one of the following keys:

- **Esc** lets you leave the report screen.
- **Print** prints the report wirelessly. NEO 2 will look for the Renaissance Receivers in range, and it may ask you to choose a Receiver from a list. The report will be sent to the default printer for the computer that is connected to the Renaissance Receiver.
- **Send** sends the file to either the computer or to an AlphaWord file on the NEO. Choose one of the options on the screen:
  - **Send directly to the computer:** If you choose this option, make sure NEO Manager is not running on the computer. Then, connect your NEO to the computer via USB cable (see the *NEO 2 Quick Guide* or *NEO 2 User Manual*). At the computer, open any program that accepts text (such as a word processing or spreadsheet program). Press **send** on the NEO. Disconnect the cable when the file has been sent.
  - **Transfer to an AlphaWord file:** Choose this option if you want to send the report to an AlphaWord Plus file in one of the eight open files on the NEO. Then, type the number of the file you want to send the report to. If the NEO warns you that the text that's already in the file will be deleted, press **Y** for yes if you want to continue. The file that you sent the report to will open. The report may wrap across several lines, but if you later transfer it to a computer or printer and use a monospace font like Courier, you can see the report with its proper formatting.

If characters get jumbled when you send to a computer file, *you may need to change the transfer speed; press* ***option-⌘-S****.*

NEO 1

Choose one of the three options on the screen:

- **Print:** Connect your NEO directly to a printer using the USB cable. Then, press **print**.

If file passwords are enabled for AlphaWord Plus (see the* NEO 2 User Manual*), *you must enter the password for the file you've chosen to send a report to before the KeyWords report can be saved there. You can substitute the master password for the file password.*

- **Send directly to computer:** If you choose this option, follow these steps:
  - **a.** Make sure NEO Manager is not running on the computer.
  - **b.** Connect your NEO to the computer via USB cable (see the *NEO 2 Quick Guide* or *NEO 2 User Manual*).
  - **c.** At the computer, open any program that accepts text (such as a word processing or spreadsheet program).
  - **d.** Press **send** on the NEO to send the NEO file into the computer file.
  - **e.** Disconnect the cable when the file has been sent.
- **Transfer to AlphaWord file:** Choose this option if you want to send the report to an AlphaWord Plus file in one of the eight open files on the NEO. Then, type the number of the file you want to send the report to. If the NEO warns you that the text that's already in the file will be deleted, press **Y** for yes if you want to continue. The file that you sent the report to may open. The report may wrap across several lines, but if you later transfer it to a computer or printer and use a monospace font like Courier, you can see the report with its proper formatting.

How Students Send Their Data to the Teacher (NEO Manager) Using NEO 2

Students who are using KeyWords on a NEO 2 can follow these steps to send their KeyWords data to NEO Manager. Although student data is sent after each Accuracy and Speed test, it is sometimes useful to send the student's data at other times, such as at the end of a class period in which the student did not take a test.

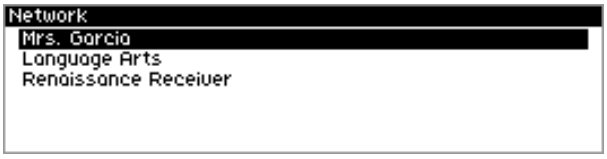
NEO Manager does not need to be open *when students send their data.*

Once students send data to NEO Manager, teachers can synchronize it with Renaissance Place (see page 37) so that they can see the information on KeyWords RP reports. (Teachers can also send all students' KeyWords data from a specific NEO 2 to NEO Manager; see page 22.)

Important: These steps are only for NEO 2s running KeyWords in online mode, and you must have a Renaissance Receiver connected to your computer. If you have chosen offline mode (see page 24), you are using NEO 1, or you do not have a Renaissance Receiver, you cannot send the data.

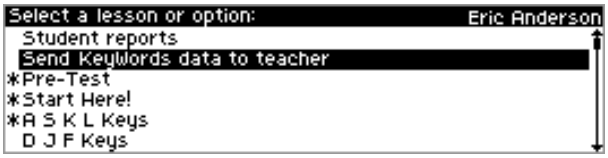
1. In KeyWords, select your name (or your student's name) from the student list and press **enter**.

2. You may be shown a list of Networks that are available. (Networks are Renaissance Receivers connected to computers.) Use the up and down arrow keys to highlight the Receiver you want to connect to; then, press **enter**.



   If you have chosen a Receiver before, the program may ask if you want to stay connected. Press **Y** for yes or **N** for no; then, press **enter**. (If you choose no, you'll need to select another Receiver.)

3. Type the password and press **enter**.
4. On the Select a Lesson or Option screen, press ↑ until **Send KeyWords data to teacher** is selected at the top of the list. Then, press **enter**.



5. To confirm that you want to send your data, leave **Y** selected and press **enter**. (If not, press **N**, then **enter**.)
6. A message will show you that the data is being sent to NEO Manager. Another message will notify you when the task is complete. Press the space bar to continue.

Teacher Options

In addition to generating reports and setting goals, the Teacher Options in KeyWords allow you to do the following:

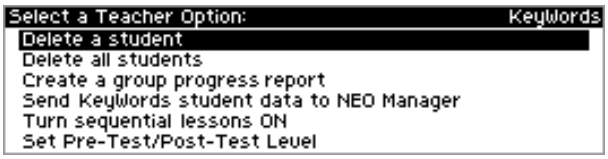
You can also change these settings in NEO Manager. *Click the* ***Settings*** *tab, then click* ***KeyWords*** *or* ***KeyWords Wireless*** *on the left to see the settings you can change. For more information, see the* NEO 2 User Manual.

- Delete one or more KeyWords students.
- Create a Group Progress Report.
- Send KeyWords data for all students to NEO Manager.
- Require students to complete the lessons in order.
- Set the pre-test and post-test level for each student.
- Set KeyWords to offline mode for NEO 2.
- Set custom words per minute or error goals or reset goals to the default.
- Set whether students must type the home row at the beginning of activities.
- Set whether KeyWord reinforces use of the correct shift key.
- Set whether one space or two spaces are required between sentences.
- View student progress using various reports.

The master password is required when you set teacher options. You can use NEO Manager to set the master password for your NEOs. For instructions, see the *NEO 2 User Manual*. You can find the manual in the Start menu under NEO Manager (Windows) or the program folder (Macintosh).

Follow these steps to change teacher options:

1. In KeyWords, use the arrow keys to select **Teacher options** and press **enter**.
2. Type the master password and press **enter**. The teacher options will be listed.



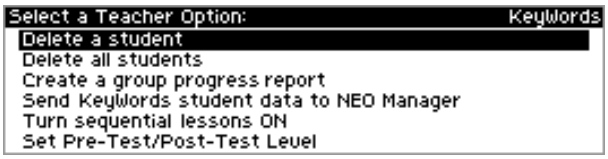
Deleting Students

Within the teacher options, you can choose to delete one or more KeyWords students. This does not delete students from KeyWords RP or from NEO Manager. (To delete students from NEO Manager, see page 36.)

Important: After you delete a KeyWords student, there is no way to recover that student's work. Make sure you want to permanently delete the student's work before following the steps below.

Follow these steps:

1. In KeyWords, use the arrow keys to select **Teacher options** and press **enter**.
2. Type the master password and press **enter**.
3. In the list of teacher options, do one of the following:
   - If you want to delete just one student, select **Delete a student** and press **enter.** Then, select the student's name, and press **enter**.
   - If you want to delete all KeyWords students, select **Delete all students** and press **enter**.



4. A message will warn you that the data for the student(s) is about to be erased. If you're sure you want to continue, press **Y** for yes. If not, press **N** for no.

You can also delete all KeyWords students using NEO Manager. *To do this, click **Settings**, click **KeyWords** or **KeyWords Wireless** on the left, and choose **Yes** for the **Delete all students** option. Then, send the change to your NEOs. You cannot remove individual students in NEO Manager.*

Creating a Group Progress Report

Students can also view Progress Reports and Last Lesson Reports. *See page 15. Reports are also available in KeyWords in Renaissance Place; see page 61.*

One of the teacher options is the ability to create a group progress report. This report provides information on each student's last lesson, including the following:

- the student's goals
- the actual performance for speed and accuracy
- whether the student passed the accuracy and speed test

If a student's last lesson was a pre-test or post-test, only the actual performance for speed and accuracy are shown since goals do not apply.

The report includes only those students who have used KeyWords on this NEO.

Follow these steps to create the report:

1. In KeyWords, press the ↓ key until **Teacher options** is selected and press **enter**.
2. Type the master password and press **enter**. (For more about the master password, see the *NEO 2 User Manual*.)
3. Select **Create a group progress report** and press **enter**.
4. Follow the instructions for your NEO model:

NEO 2

The report will appear on the screen. Press one of the following keys:

- **Esc** lets you leave the report screen.
- **Print** prints the report wirelessly. NEO 2 will look for the Renaissance Receivers in range, and it may ask you to choose a Receiver from a list. The report will be sent to the default printer for the computer that is connected to the Renaissance Receiver.
- **Send** sends the file to either the computer or to an AlphaWord file on the NEO. Choose one of the options on the screen:
  - **Send directly to the computer:** If you choose this option, make sure NEO Manager is not running on the computer. Then, connect your NEO to the computer via USB cable (see the *NEO 2 Quick Guide* or *NEO 2 User Manual*). At the computer, open any program that accepts text (such as a word processing or spreadsheet program). Press **send** on the NEO. Disconnect the cable when the file has been sent.
  - **Transfer to an AlphaWord file:** Choose this option if you want to send the report to an AlphaWord Plus file in one of the eight open files on the NEO. Then, type the number of the file you want to send the report to. If the NEO warns you that the text that's already in the file will be deleted,

If characters get jumbled when you send to a computer file, *you may need to change the transfer speed; press* ***option-⌘-S****.*

press **Y** for yes if you want to continue. The file that you sent the report to will open. The report may wrap across several lines, but if you later transfer it to a computer or printer and use a monospace font like Courier, you can see the report with its proper formatting.

NEO 1

Choose one of the three options on the screen:

- **Print:** Connect your NEO directly to a printer using the USB cable. Then, press **print**.
- **Send directly to computer:** If you choose this option, follow these steps:
  a. Make sure NEO Manager is not running on the computer.
  b. Connect your NEO to the computer via USB cable (see the *NEO 2 Quick Guide* or *NEO 2 User Manual*).
  c. At the computer, open any program that accepts text (such as a word processing or spreadsheet program).
  d. Press **send** on the NEO to send the NEO file into the computer file.
  e. Disconnect the cable when the file has been sent.
- **Transfer to AlphaWord file:** Choose this option if you want to send the report to an AlphaWord Plus file in one of the eight open files on the NEO. Then, type the number of the file you want to send the report to. If the NEO warns you that the text that's already in the file will be deleted, press **Y** for yes if you want to continue. The file that you sent the report to may open. The report may wrap across several lines, but if you later transfer it to a computer or printer and use a monospace font like Courier, you can see the report with its proper formatting.

If file passwords are enabled for AlphaWord Plus (see the* NEO 2 User Manual*), *you must enter the password for the file you've chosen to send a report to before the KeyWords report can be saved there. You can substitute the master password for the file password.*

Sending All KeyWords Student Data from NEO 2 to NEO Manager

When you use KeyWords Wireless on NEO 2 in online mode (see page 24), data for each student's KeyWords work is sent to NEO Manager after each Accuracy and Speed test. Students can also send their KeyWords data to NEO Manager at any time (see page 18).

At times, you may need to send all KeyWords data from a specific NEO 2 to NEO Manager. This sends the data for all students who have used KeyWords on that NEO to NEO Manager. When you do this, the data is **not** removed from the NEO 2.

Follow these steps:

1. In KeyWords, use the arrow keys to select **Teacher options** and press **enter**.
2. Type the master password and press **enter**.
3. Select **Send KeyWords student data to NEO Manager** and press **enter**.

4. A message will remind you what this option does. To continue, leave **Y** selected and press **enter**. (If you don't want to continue, press **N**, then **enter**, instead.)
5. You may be shown a list of Networks that are available. (Networks are Renaissance Receivers connected to computers.) Use the up and down arrow keys to highlight the Receiver you want to connect to; then, press **enter**.

   If you have chosen a Receiver before, the program may ask if you want to stay connected. Press **Y** for yes or **N** for no; then, press **enter**. (If you choose no, you'll need to select another Receiver.)
6. NEO 2 will check settings, then send the data. When the NEO 2 has finished sending the data to NEO Manager, it will notify you. Press the space bar.

Requiring Students to Complete KeyWords Lessons in Order

***You can also change this setting in NEO Manager**. With the NEO(s) connected, click the **Settings** tab in NEO Manager, click **KeyWords** or **KeyWords Wireless** on the left, and choose **Yes** or **No** after **Require Sequential Lessons**. Then, send the change to your NEOs.*

If you want your students to complete the KeyWords lessons in the order listed, follow these steps:

1. In KeyWords, use the arrow keys to select **Teacher options** and press **enter**.
2. Type the master password and press **enter**.
3. Select **Turn sequential lessons ON** (or **OFF**) and press **enter**.
4. The next screen will show you whether the sequential lesson requirement is on or off; then, it will ask if you want to turn it on (if it's off) or off (if it's on). If you want to change the setting, press **Y** for yes. On NEO 2, press **enter** to finish changing the settings.

Setting a Pre-Test and Post-Test Level for KeyWords Students

Before your students begin working in KeyWords, you may want to set the pre-test and post-test level to indicate whether the student is a beginning typist, an intermediate typist, or an advanced typist. This determines the difficulty of the pre-test and post-test. If you do not set the level, it defaults to Intermediate Typist.

Level	Estimated Time Required	Grade Level	Grade Level Equivalent Score	Number of Words	Number of Unique Letters	Number of Punctuation Marks
Beginning Typist	1 minute	1–2	0.7	22	19	2
Intermediate Typist	2 minutes	3–4	2.0	46	24	4
Advanced Typist	4–5 minutes	5–6	3.1	91	26	6

***In NEO Manager**, you can change the pre-test/post-test level for all existing students (but not new ones you will add later). With the NEO(s) connected, click the **Settings** tab in NEO Manager, click **KeyWords** or **KeyWords Wireless** on the left, and use the drop-down list to choose a level after **Pre-Test/Post-Test level**. Then, send the change to your NEOs. If you update the KeyWords SmartApplet, the pre-test and post-test levels may be reset to the default for all students; see page 31.*

Follow these steps to set the level for the KeyWords students using this NEO:

1. In KeyWords, use the arrow keys to select **Teacher options** and press **enter**.
2. Type the master password and press **enter**.
3. Select **Set Pre-Test/Post-Test level** and press **enter**.
4. Use the arrow keys to select the name of the student who needs the level set. Then, press **enter**.
5. If the student has already completed either a pre-test or post-test, the next screen will tell you that. If you want to continue, press **Y** for yes, then **enter**. (If you don't want to proceed, leave **N** selected and press **enter**.)
6. The next screen shows the current pre-test and post-test level for the student. (The default is Intermediate Typist.) Use the up and down arrow keys to choose a different level. Then, press **enter**.
7. If you want to set the level for another student, repeat steps 4–6. When you have finished, press **esc** until you have gone back to the screen that you need.

Setting KeyWords to Offline Mode on NEO 2

NEO 2 can run the KeyWords SmartApplet in online or offline mode. The default is online mode.

Online mode requires you to have a Renaissance Receiver connected to your computer. In online mode, you can add or import students in NEO Manager and add them to NEO 2s using their user names and passwords (see page 3). After students take an Accuracy and Speed test, their data is automatically sent to NEO Manager. Students can also choose to send their KeyWords data to NEO Manager.

Offline mode does not allow KeyWords data to be sent to NEO Manager wirelessly. In offline mode, you must add students manually on each NEO 2 (see page 9).

To change modes on a NEO 2, follow these steps:

1. In KeyWords, use the arrow keys to select **Teacher options** and press **enter**.
2. Type the master password and press **enter**.
3. Select **Set student offline mode** and press **enter**.
4. The screen will show whether offline mode is on or off. Then, it will ask if you want to change the setting. (Remember: when offline mode is ON, you are using KeyWords in offline mode. When offline mode is OFF, you are using KeyWords in online mode.)

   Press **Y** for yes to change it or **N** for no; then, press **enter**.

Setting Speed and Accuracy Goals for KeyWords Students

In the Teacher Options, you can also set new speed (words-per-minute or WPM) and accuracy (error) goals for students who use KeyWords on this NEO. As your students' typing improves, you may want to set a higher goal for words per minute and a lower goal for errors. Only teachers can set goals; students can't set their own goals.

When you set goals, you are setting them for all lessons and all students who use this NEO. You can't set different goals for different students who are using the same NEO. The goals apply to all accuracy and speed builders and to tests.

Teacher-Set Goals versus the Default Automatic Goals

If you set goals using the teacher options, those goals will stay the same for all lessons and students until you change them.

If you do not set goals using the teacher options, KeyWords starts with easy goals for all students and gradually makes the goals more difficult as students progress through lessons. The following table shows how the goals progress as a student works through lessons.

Lesson	Accuracy/Error Goal (Maximum)	Words-per-Minute (WPM) Goal (Minimum)
Pre-Test	NA	NA
ASKL Keys	12	8
DJF Keys	12	10
TH Keys	12	12
GO Keys	10	14
EI Keys	10	16
PR Keys	10	16
QU Keys	8	16
WY Keys	8	18
Z? Keys	8	16
X. Keys	8	18
C, Keys	8	20
MV Keys	8	22
NB Keys	8	22
" ' ! Keys	8	14
Number Keys	6	14
Post-Test	NA	NA

If you have set goals in the teacher options and you want to go back to the default automatic goals that are shown in the table, see the instructions on page 27 to reset goals to the default.

How to Set Goals Manually in the Teacher Options

Follow these steps to set new goals that are the same for all students and lesson activities:

You can also set KeyWords goals in NEO Manager. *With the NEO(s) connected, click the* ***Settings*** *tab in NEO Manager and click* ***Keywords*** *or* ***KeyWords Wireless*** *on the left. Then, check and change the WPM and error goals and send the changes to your NEOs.*

1. In KeyWords, use the arrow keys to select **Teacher options** and press **enter**.
2. Type the master password and press **enter**.
3. Select **Set custom WPM and error goals** and press **enter**.
4. To change the words per minute goal, follow the instructions for your model:
   - **For NEO 1:** To increase the words per minute (WPM) goal, press the ↑ key. To decrease it, press the ↓ key. After changing the goal, press the space bar.

     ```
     Use the arrow keys to change the
     words per minute:8

     (Press [SPACE BAR] to continue.)
     ```

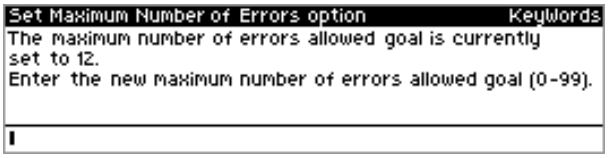
   - **For NEO 2:** The screen shows the current words per minute goal. Type the new goal that you want to set. You can enter any number from 1 to 99. Press **enter**.

     ```
     Set Words Per Minute Option                KeyWords
     The words per minute goal is currently set to 8.
     Enter the new words per minute goal (1-99).

     ▌
     ```

5. To change the maximum number of errors allowed, follow the instructions for your model:
   - **For NEO 1:** To increase the number of allowable errors, press the ↑ key. To decrease it, press the ↓ key. Then, press the space bar.

     ```
     Use the arrow keys to change the
     Allowable errors:8

     (Press [SPACE BAR] to continue.)
     ```

- **For NEO 2:** The screen shows the current maximum number of errors allowed goal. Type the new goal that you want to set. You can enter any number from 0 to 99. Press **enter**.


Set Maximum Number of Errors option KeyWords
The maximum number of errors allowed goal is currently set to 12.
Enter the new maximum number of errors allowed goal (0-99).

You will return to the teacher options list.

Resetting Goals to the Default

You can also reset KeyWords goals in NEO Manager. *With the NEO(s) connected, click the* ***Settings*** *tab in NEO Manager and click* ***Keywords*** *or* ***KeyWords Wireless*** *on the left. Choose* ***Yes*** *after* ***Reset WPM/error goals to default.*** *Then, send the change to your NEOs.*

Follow these steps to change back to the default goals, which change as students progress through the lessons. (See the table on page 25.)

1. In KeyWords, use the arrow keys to select **Teacher options** and press **enter**.
2. Type the master password and press **enter**.
3. Select **Reset WPM and error goals to default** and press **enter**.
4. **On NEO 1s,** a message will tell you that the goals have been reset. Press the space bar to go back to the teacher options.

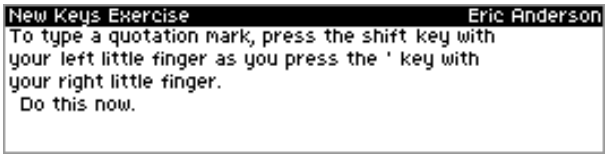
   On NEO 2s, you will be asked whether you want to reset the goals. Press **Y** for yes or **N** for no; then, press **enter**. A message will tell you that the goals have been reset. Press the space bar to go back to the teacher options.

Choosing Whether to Enforce Use of the Correct Shift Key

You can also change this setting in NEO Manager*. With the NEO(s) connected, click the* ***Settings*** *tab in NEO Manager, click* ***KeyWords*** *or* ***KeyWords Wireless*** *on the left, and choose* ***Yes*** *or* ***No*** *after* ***Turn Require correct shift key OFF*** *or* ***ON****. Then, send the change to your NEOs.*

For faster and more accurate touch-typing, students should learn to type a capital letter by holding down the shift key with the opposite hand from the one that is typing the letter. For example, to type “A,” you should hold down the shift key using the little finger of the right hand while typing **a** with the little finger of the left hand.

If you choose to enforce this practice, in the teacher options, Correct Shift Key Enforcement should be “On” (as it is when you first receive the NEO). If it is on, when students are learning new keys in lessons that require them to type capital letters, NEO will show a message like the one below if they use the incorrect shift key.


New Keys Exercise Eric Anderson
To type a quotation mark, press the shift key with your left little finger as you press the ' key with your right little finger.
Do this now.

Follow these steps to turn this option on or off:

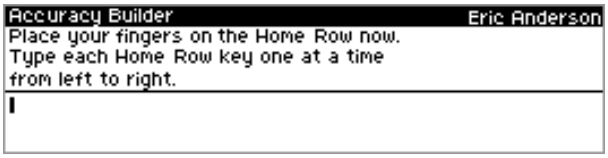
1. In KeyWords, use the arrow keys to select **Teacher options** and press **enter**.
2. Type the master password and press **enter**.
3. Select **Turn require correct shift key ON** (or **OFF**) and press **enter**.
4. The next screen will show you whether correct shift key enforcement is on or off; then, it will ask if you want to turn it on (if it's off) or off (if it's on). If you want to change the setting, press **Y** for yes; if not, press **N** for no. On NEO 2, press **enter**.

Enforcing Use of the Home Row

You can also change this setting in NEO Manager. *With the NEO(s) connected, click the* ***Settings*** *tab in NEO Manager, click* ***KeyWords*** *or* ***KeyWords Wireless*** *on the left, and choose* ***Yes*** *or* ***No*** *after* ***Turn Home Row Confirmation ON*** *or* ***OFF****. Then, send the change to your NEOs.*

Because returning your fingers to the home row is such an important concept in touch-typing, you can choose to have KeyWords request that students press the home row keys (**A S D F J K L ;**) in sequence during lessons.

When this option is turned on, students see the message below at the beginning of each accuracy and speed builder activity and each test.


Accuracy Builder
Eric Anderson
Place your fingers on the Home Row now.
Type each Home Row key one at a time
from left to right.

Students must then type the home row keys in order from left to right before they can exit the screen and go on to the lesson. If they type the keys incorrectly, KeyWords backspaces to where they made the error, and it won't let them continue until they press the correct letters in the correct order.

This option is off by default. To turn it on or off again, follow these steps:

1. In KeyWords, use the arrow keys to select **Teacher options** and press **enter**.
2. Type the master password and press **enter**.
3. Select **Turn Home Row Confirmation ON** (or **OFF**) and press **enter**.
4. The next screen will show you whether home row confirmation is on or off; then, it will ask if you want to turn it on (if it's off) or off (if it's on). If you want to change the setting, press **Y** for yes. On NEO 2, press **enter**.

Requiring One or Two Spaces between Sentences

You can also change this setting in NEO Manager. *With the NEO(s) connected, click the* ***Settings*** *tab in NEO Manager, click* ***KeyWords*** *or* ***KeyWords Wireless*** *on the left, and choose* ***1*** *or* ***2*** *after* ***Set Spaces between sentences****. Then, send the change to your NEOs.*

In traditional keyboarding classes taught with typewriters, typists were asked to put two spaces after a period before starting a new sentence. Modern typesetting, word processing, and web pages all use just one space between sentences.

The KeyWords settings default to 2 spaces between sentences, but in the teacher options, you can change the number of spaces that you want your students to use. Follow these steps:

1. In KeyWords, use the arrow keys to select **Teacher options** and press **enter**.
2. Type the master password and press **enter**.
3. Select **Set one/two spaces between sentences** and press **enter**.
4. **On NEO 1,** use the ↑ or ↓ keys to change the number of spaces between sentences. You can specify either 1 or 2. After making the change, press the space bar.

   On NEO 2, the screen will show the current setting and ask if you want to change it. Press **Y** for yes to change it or **N** for no. Then, press **enter**.

Using NEO Manager with KeyWords

NEO Manager comes with each NEO. When you're using KeyWords, NEO Manager can be useful in these ways:

- For NEO 2, it lets you add all of your KeyWords students, who then can be added to each NEO 2 using the user name and password that you assign.
- It lets you set all KeyWords options from one screen at your computer.
- If you have a SmartOption Mobile Lab with an AlphaHub, NEO Manager lets you manage KeyWords options for up to thirty NEOs at the same time.
- NEO Manager can retrieve KeyWords data from NEOs and create reports that you can print and save.
- NEO Manager can also synchronize that data with the KeyWords program in Renaissance Place, allowing you to use that program to generate reports. (See page 37.)

The following procedures explain how to use some KeyWords features of NEO Manager. For complete instructions for NEO Manager, refer to the *NEO 2 User Manual* that is available on the program CD or in the Start menu under NEO Manager (Windows) or program folder (Macintosh).

Starting NEO Manager

After installing NEO Manager on your computer (see the *NEO 2 User Manual* or the *NEO 2 Quick Guide*), follow the instructions for your computer to start it:

On Windows Computers

Click **Start ▸ All Programs ▸ NEO Manager ▸ Start NEO Manager**.

On Macintosh Computers

1. Open the Applications folder on your computer.
2. Open the **AlphaSmart** folder, then the **AlphaSmart Manager 2** folder.
3. Double-click **NEO Manager**.

If you have added NEO Manager to the dock, you can click the icon in the dock instead of following the steps above.

Setting KeyWords and KeyWords Wireless Options in NEO Manager

The KeyWords settings that you can change in NEO Manager are the same ones that you can change on the NEO itself in the Teacher Options. However, changing the settings in NEO Manager is sometimes faster because you can make all setting changes in one window, and you can change settings for all NEOs that are connected to your computer.

In the table below, all options except for "Enable student offline mode" are available for both the KeyWords SmartApplet (NEO 1) and KeyWords Wireless (NEO 2). "Enable student offline mode" is only available for KeyWords Wireless.

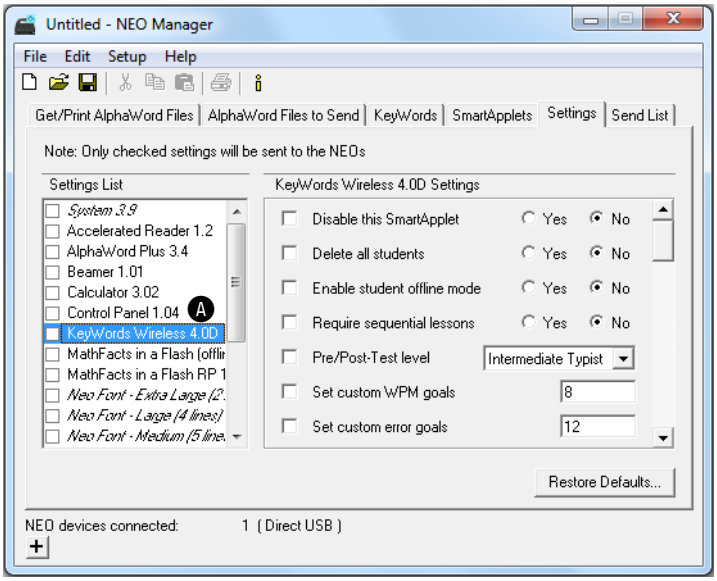
The following table describes the KeyWords settings you can change and where to find the same settings on the NEO itself.

Setting	What It Does	Where to Find on the NEO
Disable this SmartApplet	Turns off access to KeyWords so it can't be used on the NEO(s). KeyWords is still installed, but if anyone tries to select it in the list of SmartApplets, the user is notified that it is disabled. Users of NEO need the master password to enable it again. Click **Yes** or **No**.	Press **applets**, move the cursor down next to **KeyWords**, and press **ctrl-⌘-L**. Then, enter the master password and press **enter**. ⁜ will appear next to KeyWords in the list.
Delete all students	Deletes all students who have been added to KeyWords and their KeyWords data. Click **Yes** or **No. Note:** In NEO Manager, you can delete all students, but not individual students. To delete one student, use the KeyWords teacher options on the NEO.	You can delete one student or all students in the teacher options in KeyWords. (See page 20.)
Enable student offline mode (applies to NEO 2 only)	For NEO 2s, this sets the KeyWords SmartApplet to offline mode, which means there will be no wireless communication between your NEO 2s and NEO Manager. In this mode, you must add your students manually at each NEO, and KeyWords data cannot be sent from NEOs to NEO Manager except when you retrieve it on the KeyWords tab in NEO Manager.	On NEO 2s only, you can find this setting in the teacher options in KeyWords. (See page 24.)
Require sequential lessons	Determines whether KeyWords students must complete the KeyWords lessons in the order they are listed. Click **Yes** or **No**.	You can also find this setting in the teacher options in KeyWords. (See page 23.)
Pre-test/Post-test level	Sets the pre-test and post-test level for all new and existing students to Beginning Typist, Intermediate Typist, or Advanced Typist. The level determines the content of the pre-test and post-test for each student. Choose a level from the drop-down list. **Note:** If you update the KeyWords SmartApplet from NEO Manager, and **Replace SmartApplets on device with SmartApplets from Computer** is checked in the NEO Manager preferences, all students' pre-test and post-test levels will be reset to the default.	In the KeyWords teacher options, you can set a separate level for each student. (See page 23.)

Setting	What It Does	Where to Find on the NEO
Set custom WPM goals	Sets a specific words-per-minute (WPM) speed goal for all students and all lessons. This overrides the automatic progression of goals that KeyWords normally uses (see page 25). Type the minimum words per minute you want students to achieve. (The default is 8.)	You can set goals in the teacher options in KeyWords. (See page 26.)
Set custom error goals	Sets a specific goal for maximum errors allowed per activity for all students and all lessons. This overrides the automatic progression of goals that KeyWords normally uses (see page 25). Type the maximum errors you want students to be allowed. (The default is 12.)	You can set goals in the teacher options in KeyWords. (See page 26.)
Reset WPM/error goals to default	Resets goals to the ones used by default in KeyWords (see page 25). Click **Yes** or **No**.	You can reset goals in the teacher options in KeyWords. (See page 27.)
Turn require correct shift key OFF	Determines whether KeyWords checks to make sure that students use the shift key opposite the letter they are typing to make that letter uppercase. If students use the wrong shift key, they will see a message asking them to use the other shift key. Click **Yes** or **No**.	You can turn this requirement on or off in the teacher options in KeyWords. (See page 27.)
Turn Home Row confirmation ON	Determines whether KeyWords requires students to type the home row keys at the beginning of each accuracy and speed builder activity and the beginning of each test. This helps get students used to placing their hands on the home row. Click **Yes** or **No**.	You can turn this requirement on or off in the teacher options in KeyWords. (See page 28.)
Set spaces between sentences	Determines whether students are required to type one space or two between sentences. Click **1** or **2**.	You can change the spaces required between sentences in the teacher options in KeyWords. (See page 29.)

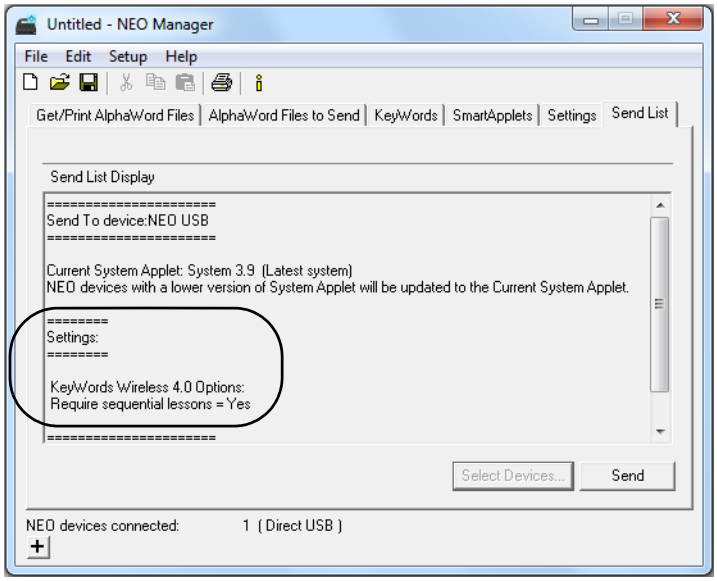
Follow the steps on the next page to change KeyWords options in NEO Manager. These steps assume that you have started the program and connected your NEO(s) as described in the *NEO 2 User Manual*.

1. Click the **Settings** tab in NEO Manager.
2. Click **KeyWords** or **KeyWords Wireless** Ⓐ in the list of SmartApplets on the left as shown.


Untitled - NEO Manager
File Edit Setup Help
Get/Print AlphaWord Files | AlphaWord Files to Send | KeyWords | SmartApplets | Settings | Send List
Note: Only checked settings will be sent to the NEOs
Settings List
System 3.9
Accelerated Reader 1.2
AlphaWord Plus 3.4
Beamer 1.01
Calculator 3.02
Control Panel 1.04
A
KeyWords Wireless 4.0D
MathFacts in a Flash (offli
MathFacts in a Flash RP 1
Neo Font - Extra Large (2
Neo Font - Large (4 lines)
Neo Font - Medium (5 line
KeyWords Wireless 4.0D Settings
Disable this SmartApplet Yes No
Delete all students Yes No
Enable student offline mode Yes No
Require sequential lessons Yes No
Pre/Post-Test level Intermediate Typist
Set custom WPM goals 8
Set custom error goals 12
Restore Defaults...
NEO devices connected: 1 (Direct USB)

If KeyWords or KeyWords Wireless isn't in the Settings list, *one or more of the connected NEOs doesn't have KeyWords installed. To install it on all connected NEOs, click the* ***SmartApplets*** *tab, click* ***KeyWords*** *(NEO 1) or* ***Keywords Wireless*** *(NEO 2) in the list, and click* ***Add****. (Once you've chosen to install it, you can change the settings.) Then, send the SmartApplet to the NEOs.*

3. Make changes as needed to the settings listed on the right. (Make sure the box is checked for each setting you're changing. As you change settings, notice that the **KeyWords** or **KeyWords Wireless** box is automatically checked on the left.)
4. Click the **Send List** tab and make sure that your changes are listed.


Untitled - NEO Manager
File Edit Setup Help
Get/Print AlphaWord Files | AlphaWord Files to Send | KeyWords | SmartApplets | Settings | Send List
Send List Display
Send To device:NEO USB
Current System Applet: System 3.9 (Latest system)
NEO devices with a lower version of System Applet will be updated to the Current System Applet.
Settings:
KeyWords Wireless 4.0 Options:
Require sequential lessons = Yes
Select Devices...
Send
NEO devices connected: 1 (Direct USB)

To restore all KeyWords settings to the defaults, *click* ***Restore Defaults*** *at the bottom of the window.*

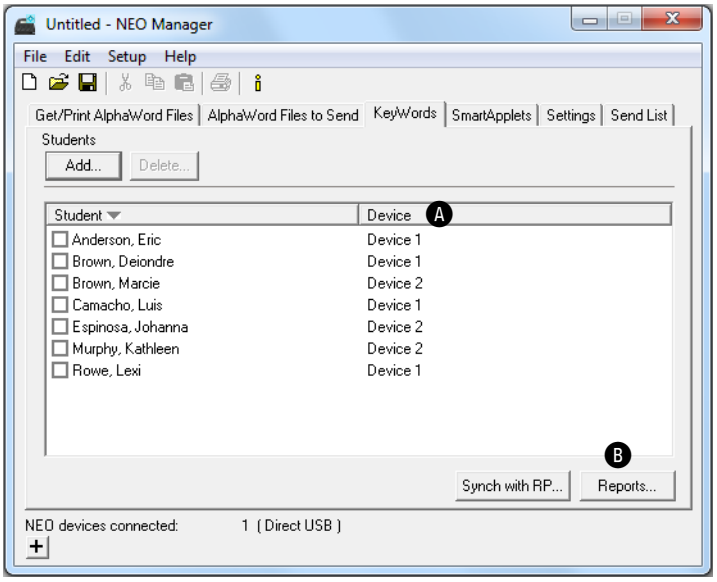
5. If you have multiple NEOs and you want to limit the changes to certain NEOs, click **Select Devices**. Then, check the NEOs that should get the changes, and click **OK**.
6. Click **Send**.

Retrieving KeyWords Data and Generating Reports in NEO Manager

Follow the steps below to retrieve your students' KeyWords data from NEOs and view, save, or print reports. These steps assume that you have started the program and connected your NEO(s) as described in the *NEO 2 User Manual*.

Note: For NEO 2, if KeyWords is being used in online mode (see page 24), students' KeyWords data is automatically sent after each Accuracy and Speed test, and it can be sent by the student at any time (see page 18). Teachers can also send all KeyWords data from a specific NEO 2 to NEO Manager (see page 22).

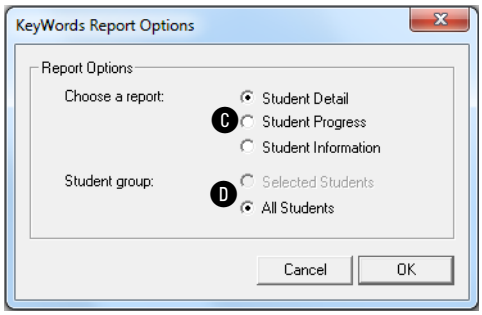
1. Click the **KeyWords** tab in NEO Manager. NEO Manager will retrieve students' KeyWords data from all connected NEOs. You can click the **Device** column heading Ⓐ to sort students by the NEO number they are using instead of by name.



2. Check the boxes next to the students or devices (NEOs) you want to include in reports and click **Reports** Ⓑ. (If you don't check any students, the program will assume you want to include all students listed.)

For pre-tests and post-tests, *only the actual words per minute and errors are shown since the other information does not apply to these tests.*

3. First, click the report you want to generate Ⓒ: **Student Detail**, **Student Progress**, or **Student Information**:



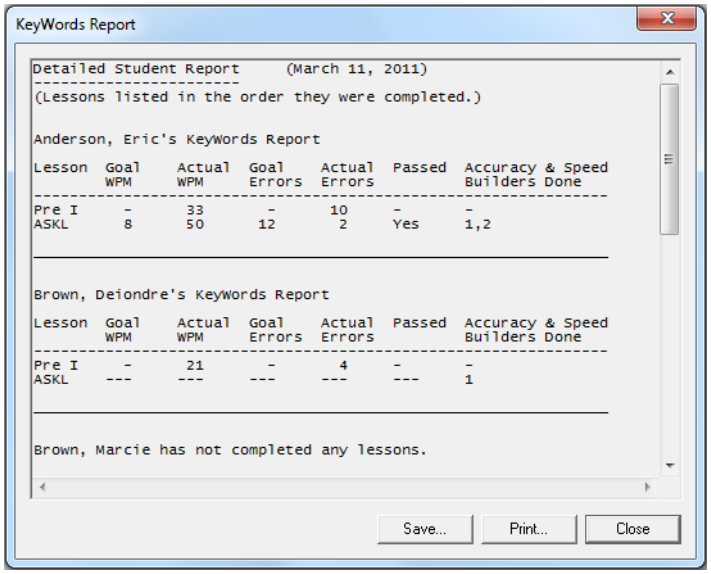
   - The Student Detail Report lists each student's information separately by lesson, including the goals, actual words per minute and errors, whether the lesson was passed, and the accuracy and speed builders completed.
   - The Student Progress Report includes information on each student's latest lesson, including the goals, actual words per minute, actual errors, and whether the lesson has been passed.
   - The Student Information Report includes your students' first names, last names, user names, and passwords. This is useful if you have added your students in NEO Manager (see page 3) and you want to give students their user names and passwords for logging in.

   Next, click the group you want to include: the selected (checked) students or all students Ⓓ.

   Click **OK** to continue.

4. If you chose the Student Information Report, you will be asked to enter the master password. (For more about that password, see the *NEO 2 User Manual*.) After entering the password, click **OK**.

5. The report will open in a new window.


KeyWords Report
Detailed Student Report (March 11, 2011)
(Lessons listed in the order they were completed.)
Anderson, Eric's KeyWords Report
Lesson Goal WPM Actual WPM Goal Errors Actual Errors Passed Accuracy & Speed Builders Done
Pre I - 33 - 10 - -
ASKL 8 50 12 2 Yes 1,2
Brown, Deiondre's KeyWords Report
Lesson Goal WPM Actual WPM Goal Errors Actual Errors Passed Accuracy & Speed Builders Done
Pre I - 21 - 4 - -
ASKL --- --- --- --- --- 1
Brown, Marcie has not completed any lessons.
Save...
Print...
Close

To save the report, click **Save**, type a name for the report and choose a location for the file, and click **Save**.

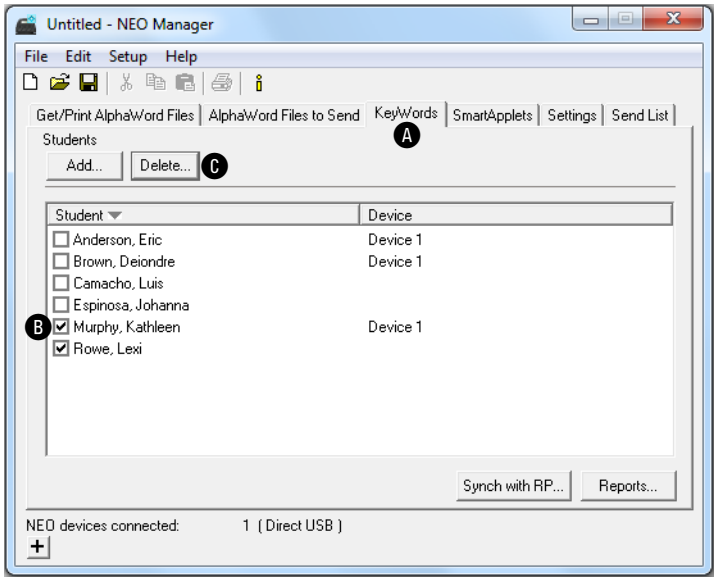
To print the report, click **Print**, choose your printer, and click **OK** (Windows) or **Print** (Macintosh).

To close the report window, click **Close**.

Deleting KeyWords Students from NEO Manager

Follow these steps to delete KeyWords students and their data from NEO Manager. This does **not** delete the data from the NEO 2s being used by the students, and if they send their KeyWords data to NEO Manager again, the students will once again be listed in NEO Manager. If you want to remove the students from both the KeyWords tab in NEO Manager *and* from the SmartApplet on their NEO 2s, see "Resetting KeyWords Students Using NEO Manager" on page 37.

1. Start NEO Manager on your computer (see page 30).
2. Click the **KeyWords** tab Ⓐ.



3. Check the box Ⓑ in front of the student(s) that you want to delete from NEO Manager. You can select more than one.
4. Click **Delete** Ⓒ.
5. A message will remind you that this will remove the students and their data and that this cannot be undone. If you want to continue, click **Yes**; the student name will be deleted from the list.

Resetting KeyWords Students Using NEO Manager

By following the steps below, you can use NEO Manager to reset KeyWords students on connected NEOs. This option does the following:

- Delete all KeyWords students that have been added in NEO Manager (see page 3).
- Delete all KeyWords students from connected NEOs.

This makes it easier to get ready to use KeyWords on your NEOs during a new school year.

1. Start NEO Manager on your computer (see page 30).
2. Connect your SmartOption Mobile lab to your computer, or connect a single NEO.
3. In NEO Manager, click the **Setup** menu and choose **Reset KeyWords Students**.
4. In the message that appears, if you want to continue, click **Yes**. (If not, click **No**.) If you click Yes, the KeyWords students will be removed from the KeyWords tab in NEO Manager and from all connected NEOs.

Synching KeyWords Data with KeyWords RP

By following these steps, you can synchronize your KeyWords data with the KeyWords program in Renaissance Place.

Renaissance Place is a web-based information system that brings together a wealth of student data, giving teachers, principals, and administrators the information they need in one place. You can use KeyWords in Renaissance Place if you own and have registered any other Renaissance Place product, such as Accelerated Reader, Accelerated Math, STAR Reading, or STAR Math.

Before you synchronize KeyWords data with KeyWords in Renaissance Place, you must do the following:

- Make sure KeyWords RP is available on your Renaissance Place server.
- Register at least one other Renaissance Place product.
- Activate your school(s) in Renaissance Place (see page 60).
- Make sure you have your Renaissance Place user name and password. (In NEO Manager, different Renaissance Place users can synchronize KeyWords data from the same computer as long as they log in to the computer using different passwords or accounts.)
- Add your KeyWords students to Renaissance Place (see the *Renaissance Place Software Manual*). Make sure that the first and last names are identical to the student names in KeyWords on the NEOs. This is important because students'

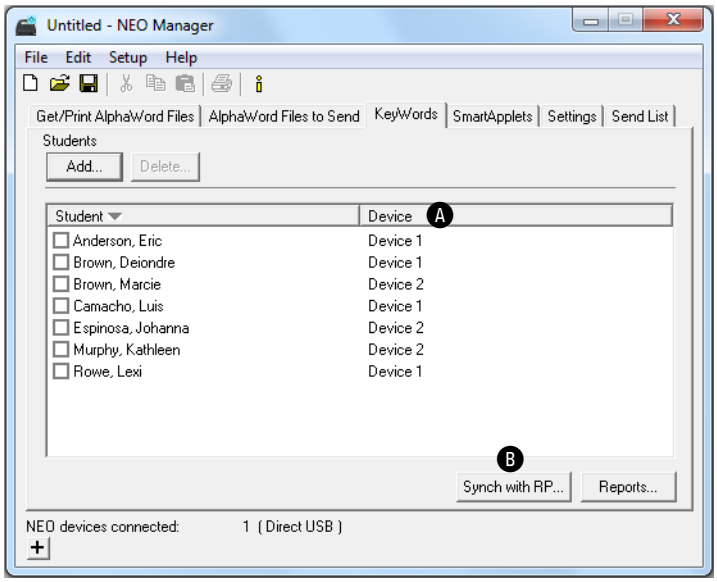
To find manuals in Renaissance Place, *click* ***Manuals*** *in the upper-right corner of any page. Then, click the manual you want to open.*

KeyWords data is matched to their records in Renaissance Place. Data can only be synchronized for students who have been added to Renaissance Place.

- Make sure your KeyWords courses, classes, and teachers have been added to Renaissance Place. Teachers must be assigned to the classes, and students must be enrolled in the classes. You must also check **KeyWords** when you select the products for the classes. For instructions, see the *Renaissance Place Software Manual*.

Follow these steps to synchronize KeyWords data with RP. These steps assume you have already started NEO Manager and connected your NEO(s) as described in the *NEO 2 User Manual*.

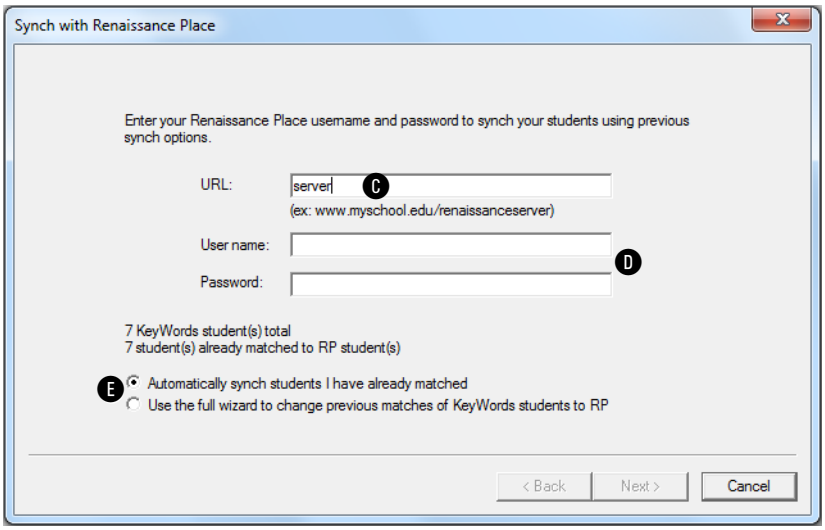
1. Click the **KeyWords** tab in NEO Manager. NEO Manager will retrieve students' KeyWords data from all connected NEOs. If you are using a SmartOption Mobile Lab and you want to sort students by their device number instead of by name, click the **Device** column heading Ⓐ.



2. Click **Synch with RP** Ⓑ.

The Renaissance Place URL is the same address that you enter in your web browser to go to Renaissance Place. *You can copy the address out of your browser and into the URL field in this Wizard.*

3. Enter the web address that you use to access Renaissance Place Ⓒ.

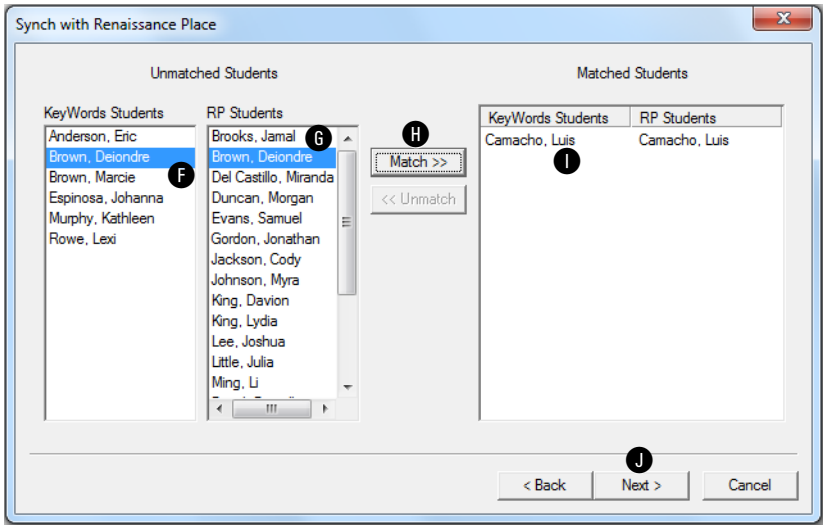

Synch with Renaissance Place
Enter your Renaissance Place username and password to synch your students using previous synch options.
URL:
server
C
(ex: www.myschool.edu/renaissanceserver)
User name:
Password:
D
7 KeyWords student(s) total
7 student(s) already matched to RP student(s)
E
Automatically synch students I have already matched
Use the full wizard to change previous matches of KeyWords students to RP
< Back
Next >
Cancel

4. Enter the user name and password that you use to log in to Renaissance Place Ⓓ.
5. If you have synchronized with RP before, you can choose to automatically synch students that have already been matched, or you can use the full wizard to change previous matches of KeyWords with RP Ⓔ. Click an option.
6. Click **Next >**.
7. If this is your first time synchronizing, or if you chose to use the full wizard to change previous matches, select the school you want to use if necessary. Click **Next >**.

   If you have synchronized before and chose to automatically synch students with Renaissance Place in the previous step, a message will appear telling you how many students were successfully imported into Renaissance Place. Click **Done** and go to step 11.
8. Check the class(es) containing the students that you want to synchronize with Renaissance Place. Click **Next >**.

The first time you synchronize, or any time you use the full wizard, *NEO Manager performs a basic name match (auto-matching) between the list of Renaissance Place students and the KeyWords students on the NEOs.*

9. Match the KeyWords students with the Renaissance Place students as described below. Only matched students will have their data synchronized with KeyWords in Renaissance Place.



- **F** Click a KeyWords student name that you want to match to a Renaissance Place student. The list is based on the KeyWords students who were added to the NEO(s) connected to your computer.
- **G** Click the Renaissance Place student name you want to match to the KeyWords student you selected. The list is based on Renaissance Place students already enrolled in the school and class you selected in the previous dialog boxes.
- **H** Click **Match >>** to match the students and move them to the Matched Students area on the right.
- **I** If you want to remove a match, click the student names in the Matched Students column and click **<< Unmatch** to separate the names and move them back to their respective columns on the left side.
- **J** Click **Next >** when you have finished.

10. After the progress dialog box disappears, the program will show you how many students had data successfully imported into Renaissance Place. Click **Done**.

11. Open your web browser and go to the server address (URL) where Renaissance Place is installed.

12. Log in to Renaissance Place (see page 55).

13. View and/or print KeyWords RP reports in Renaissance Place (see page 61).

About KeyWords Reports

Where You Can Generate and View Reports

There are several different ways to get reports on student work in KeyWords:

Reports	Where or How to Generate Them
▸ Student Progress Report ▸ Last Lesson Report	Students can generate these reports on the NEO from within KeyWords. See page 15.
▸ Group Progress Report	Teachers can generate this report on the NEO that includes information on each student's last lesson. See page 21.
▸ Student Detail Report ▸ Group Student Progress Report ▸ Student Information Report	Teachers can view these reports in NEO Manager. See page 34.
▸ Master Class Report	Teachers can use templates that come with KeyWords to create this report from each student's Last Lesson Report. See the instructions that start below.
▸ Certificate ▸ Diagnostic Report ▸ Schoolwide Summary Report ▸ Student Record Report	Teachers can view and print these reports in KeyWords RP (see page 61) after synchronizing information (see page 37).

Which Report Should I Use?

To get more information about student work in the KeyWords SmartApplet, you can use the reports in the SmartApplet itself, in NEO Manager, and in KeyWords in Renaissance Place. The table below will help you choose the reports that will give you the information you need.

Information	Reports That Include It	Report Location
Accuracy and speed builders completed for each lesson	▸ Student Record Report	▸ KeyWords in Renaissance Place
	▸ Student Detail Report (in NEO Manager)	▸ NEO Manager KeyWords tab
	▸ Student Progress Report in KeyWords SmartApplet *(for each lesson completed for each student)*	▸ KeyWords SmartApplet on NEO 2 (for students)
Average number and percentage of lessons completed out of total available (for class or grade)	▸ Schoolwide Summary Report	▸ KeyWords in Renaissance Place
Average number and percentage of lessons passed of those worked on (for class or grade)	▸ Schoolwide Summary Report	▸ KeyWords in Renaissance Place
Average words per minute (WPM) and errors for last lesson completed (for class or grade)	▸ Schoolwide Summary Report	▸ KeyWords in Renaissance Place
Award certificate (for WPM or lesson completed)	▸ Certificate Report	▸ KeyWords in Renaissance Place
Completion of lesson certificate	▸ Certificate Report	▸ KeyWords in Renaissance Place
Date work was last submitted to Renaissance Place	▸ Diagnostic Report *(for last lesson only)* ▸ Student Record Report *(for each lesson completed for each student)*	▸ KeyWords in Renaissance Place
Diagnostic codes to identify students who have passed less than 60% of lessons, those who have exceeded the errors goal by more than 30%, and those whose words per minute (WPM) is 30% lower than the goal	▸ Diagnostic Report	▸ KeyWords in Renaissance Place

Information	Reports That Include It	Report Location
Errors—goal number of errors and actual number of errors on tests for individual students and lessons	▸ Certificate Report *(errors only)* ▸ Diagnostic Report *(for each student's last lesson only)* ▸ Student Record Report *(for each lesson completed for each student)*	▸ KeyWords in Renaissance Place
	▸ Student Detail Report in NEO Manager *(for each lesson completed for each student)* ▸ Student Progress Report in NEO Manager *(for each student's last lesson only)*	▸ NEO Manager KeyWords tab
	▸ Student Progress Report in KeyWords SmartApplet *(for each lesson completed for each student)* ▸ Last Lesson Report in KeyWords SmartApplet *(for last lesson only)*	▸ KeyWords SmartApplet on NEO 2 (for students)
Last lesson for each student	▸ Diagnostic Report	▸ KeyWords in Renaissance Place
	▸ Student Progress Report	▸ NEO Manager KeyWords tab
	▸ Student Progress Report in KeyWords SmartApplet	▸ KeyWords SmartApplet on NEO 2 (for students)
Lessons completed for each student (list)	▸ Student Record Report	▸ KeyWords in Renaissance Place
	▸ Student Detail Report in NEO Manager	▸ NEO Manager KeyWords tab
	▸ Student Progress Report on NEO 2	▸ KeyWords SmartApplet on NEO 2 (for students)
Number of lessons completed out of the total worked on for each student	▸ Diagnostic Report	▸ KeyWords in Renaissance Place
Number of lessons passed out of those taken for each student	▸ Diagnostic Report	▸ KeyWords in Renaissance Place
Number of students at or above the goal for lessons to pass	▸ Diagnostic Report	▸ KeyWords in Renaissance Place

Information	Reports That Include It	Report Location
Passed lessons—which lessons that each student worked on were passed	▸ Student Record Report	▸ KeyWords in Renaissance Place
	▸ Student Detail Report in NEO Manager *(for each lesson completed for each student)* ▸ Student Progress Report in NEO Manager *(for last lesson only)*	▸ NEO Manager KeyWords tab
	▸ Student Progress Report in KeyWords SmartApplet *(for each lesson completed for each student)* ▸ Last Lesson Report in KeyWords SmartApplet *(for last lesson only)*	▸ KeyWords SmartApplet on NEO 2 (for students)
Percentage of lessons passed out of those worked on	▸ Diagnostic Report	▸ KeyWords in Renaissance Place
Students' user names and passwords for the KeyWords SmartApplet—*only used for students added manually on NEOs, not those imported into NEO Manager through Renaissance Place*	▸ Student Information Report (in NEO Manager)	▸ NEO Manager KeyWords tab
Students' user names and passwords for Renaissance Place (and for the KeyWords SmartApplet if they were imported into NEO Manager from Renaissance Place)	▸ Search for students in Renaissance Place; you can view user names and passwords on the **Passwords** tab in the results.	▸ Renaissance Place
Words per minute (WPM) goal and actual WPM for individual students and lessons	▸ Diagnostic Report *(for each student's last lesson only)* ▸ Student Record Report *(for each lesson completed for each student)*	▸ KeyWords in Renaissance Place
	▸ Student Detail Report in NEO Manager *(for each lesson completed for each student)* ▸ Student Progress Report in NEO Manager *(for each student's last lesson only)*	▸ NEO Manager KeyWords tab
	▸ Student Progress Report in KeyWords SmartApplet *(for each lesson completed for each student)* ▸ Last Lesson Report in KeyWords SmartApplet *(for last lesson only)*	▸ KeyWords SmartApplet on NEO 2 (for students)
Words per minute typed on test for lesson	▸ Certificate Report	▸ KeyWords in Renaissance Place

Creating a Master Class Report from Last Lesson Reports

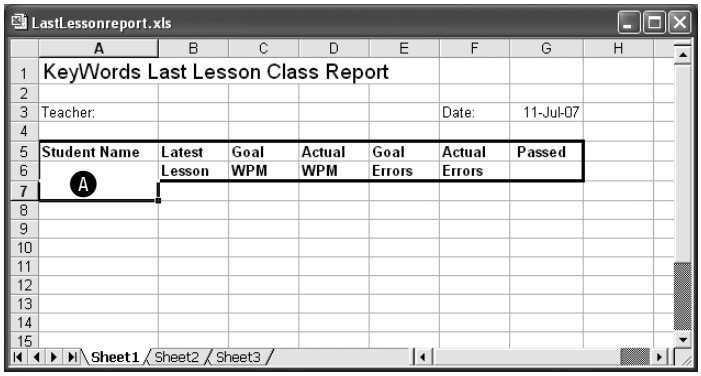
By following the steps below, you can create a master class report that includes the Last Lesson Reports from each of your students.

When you send a Last Lesson Report to a program on your computer instead of printing it or sending it to AlphaWord Plus, the column headers aren't included so that you can easily create a master classroom report. To create the master class report, you open the LastLessonreport.xls Microsoft Excel file included on the NEO Manager CD; then, you have your students create a Last Lesson Report and send their reports one at a time into the Excel file on your computer. Follow these steps:

1. Copy the LastLessonreport.xls file from one of these locations:
   - The KeyWords Extras folder on the NEO Manager CD.
   - The folder where NEO Manager is installed on your computer.On Windows computers, you will find the file in Program Files\AlphaSmart\AlphaSmart Manager 2\KeyWords Extras\.

     On Macintosh computers, you will find it in Applications : AlphaSmart : AlphaSmart Manager 2 : KeyWords Extras.

   Paste the file onto your computer and open it. Click on the first cell under the heading as shown Ⓐ.



2. Have each of your students create a Last Lesson Report on their devices. (See page 15.) Tell them to wait before choosing to print the report, send it to a computer, or send it to an AlphaWord Plus file.
3. Have a student connect his or her NEO to your computer using the USB cable. Then, have the student follow the instructions for his or her NEO model:
   - **NEO 2:** Press **send**, then select **Send directly to the computer**.
   - **NEO 1:** Move the cursor next to **Send directly to computer** and press **enter**.

   After a moment, the student will be asked to press **send**. This will send the student's data into the first row below the column headings. When the data has

been sent, have the student disconnect the NEO. Click in the first cell in the next row.

Repeat this step for each student.

4. Add any other information you want in the report, such as your name or the classroom, and then save or print the file for your records.

Using KeyWords RP to View and Print Reports

KeyWords RP is a Renaissance Place program that allows you to generate reports about your students' work in KeyWords on NEOs. You do not need to purchase KeyWords RP separately. You can use it if you have another Renaissance Place program registered and if you are using KeyWords on NEOs.

KeyWords RP provides powerful and easy-to-use reports so teachers can see information for individual students, classes, and entire schools.

How KeyWords RP Works in Your Classroom

1. A Renaissance Place administrator activates the schools that will be using KeyWords. This registers KeyWords RP for those schools. (See page 60.)
2. The Renaissance Place administrator also adds the KeyWords students and their teachers, courses, and classes. Students must be enrolled in those classes. You must also check **KeyWords** in the products when you create the classes in the course. To find out how to perform these tasks, refer to the *Renaissance Place Software Manual*.

   To make it easier to match KeyWords students on NEOs to those in KeyWords RP, make sure the student names match exactly, or import your KeyWords RP students into NEO Manager (see page 3), then add them to NEO 2s using their user names and passwords (see page 8).
3. Students complete KeyWords lessons on their NEOs. (Each student should use only one NEO for KeyWords to avoid confusion in reports.)
4. Teachers use NEO Manager to synchronize the KeyWords Data on the NEOs with the data in KeyWords RP. (See page 37.)
5. Teachers, school administrators, or district administrators use a web browser to go to their Renaissance Place address. Then, they log in to Renaissance Place.
6. On the Home page, users click **KeyWords**, then **Reports** to choose the report they would like to generate. See page 61.

Programs You Will Use

KeyWords RP

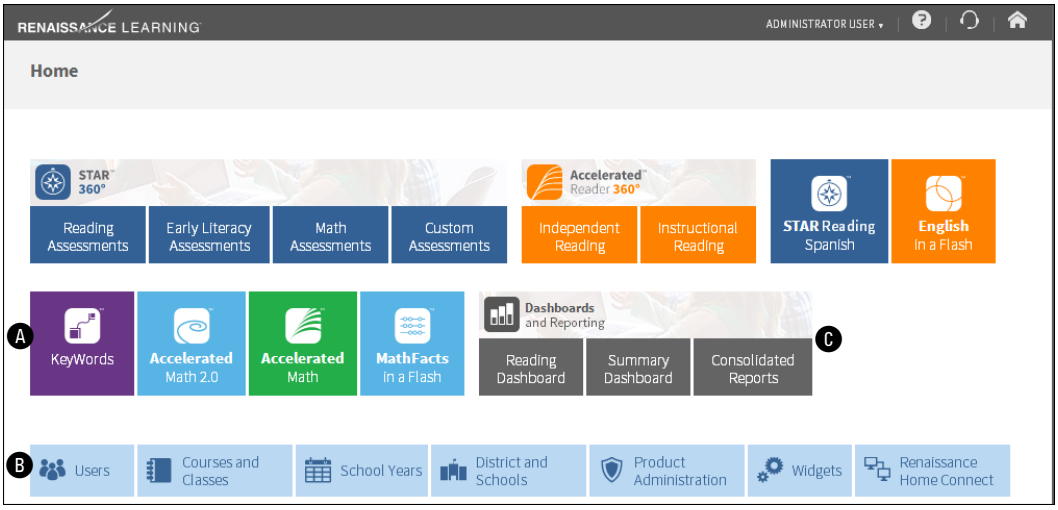
The KeyWords RP reporting software—accessible from the Home page (Ⓐ below)—reports on students' performance on KeyWords lessons on NEOs.

Use KeyWords RP to:	See Page
Activate schools	60
Synchronize data with NEOs via NEO Manager	37
Print reports	61
Get tips, manuals, and other documents to help you use KeyWords RP in your classroom	52

Renaissance Place Management System

For information on the Renaissance Place management system, *see the* Renaissance Place Software Manual *or click* ***Help*** *in the software.*

The Renaissance Place Management system—found under the products Ⓑ and under Dashboards and Reporting Ⓒ on the Home page—lets you view and manage district, school, student, teacher, parent, course, and class information in the Renaissance Place database, which is shared by all Renaissance Place software used in your district or school.



The tasks that you can perform in the management program depend on your user level. For example, administrators have more management tasks to perform than teachers. Sample tasks may include:

- Adding, editing, or deleting courses and classes
- Assigning teachers and students to classes

- Selecting a different school year to work in
- Viewing student information
- Downloading software needed to run Renaissance Place programs

KeyWords SmartApplet on the NEO

The KeyWords SmartApplet on the NEO is the program students use to work through their lessons. KeyWords RP is compatible with KeyWords 3.3 or higher.

NEO Manager

NEO Manager is the link between the KeyWords SmartApplet on the NEO and KeyWords RP. NEO Manager helps you retrieve KeyWords data from NEOs and synchronize it with the data in KeyWords RP. You can also use NEO Manager to change KeyWords settings for all connected NEOs. KeyWords RP is compatible with NEO Manager.

If you are using NEO 2s, you can also add your students in NEO Manager and then add them to NEO 2s using their user names and passwords. Student data can then be sent to NEO Manager by students and teachers.

Other Programs/Supporting Software

Adobe Reader

To view or print reports, Adobe Reader *must* be installed on the computer being used (certain Macintosh computers can use Preview instead). For more information, see page 59.

Tour of the Home Page

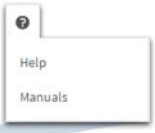
For more information on the Home page and the program functions that can be accessed from it, see the *Renaissance Place Software Manual*.

The Dashboards and Reporting options give you a way to quickly get an overview of how your school(s) are performing.

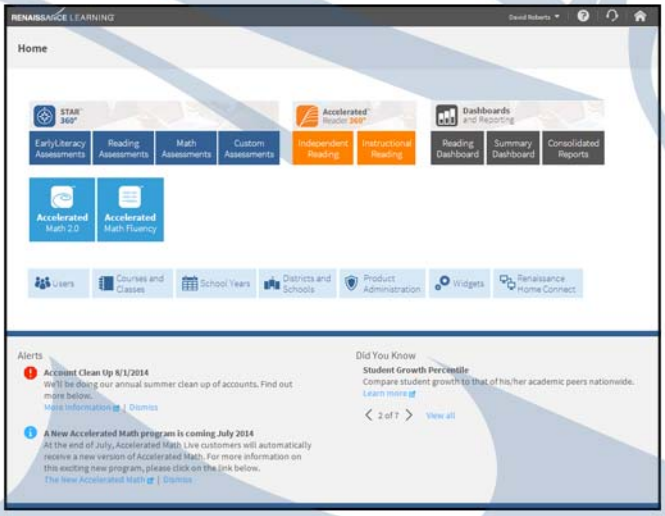
If you belong to more than one user group, or are assigned to more than one school, use this drop-down list to change your role (or to log out).

For help, select the **?**, then:

- Select **Help** to open a help page related to the software page you're viewing.
- Select **Manuals** to access all the products' software manual.

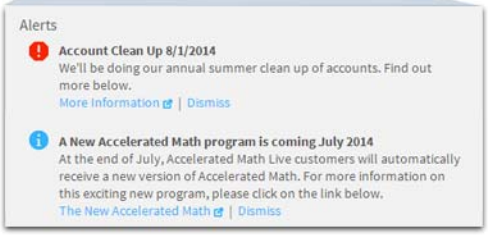


Each program used by your school is listed on the Home page. Select a program to see links that allow you to go to specific program features. For in-depth explanations of its program features, see each program's help or software manual.


RENAISSANCE LEARNING
Home
STAR 360
Accelerated Reader 360
Dashboards and Reporting
EarlyLiteracy Assessments
Reading Assessments
Math Assessments
Custom Assessments
Independent Reading
Instructional Reading
Reading Dashboard
Summary Dashboard
Consolidated Reports
Accelerated Math 2.0
Accelerated Math Fluency
Users
Courses and Classes
School Years
Districts and Schools
Product Administration
Widgets
Renaissance Home Connect
Alerts
Account Clean Up 8/1/2014
We'll be doing our annual summer clean up of accounts. Find out more below.
More Information | Dismiss
A New Accelerated Math program is coming July 2014
At the end of July, Accelerated Math Live customers will automatically receive a new version of Accelerated Math. For more information on this exciting new program, please click on the link below.
The New Accelerated Math | Dismiss
Did You Know
Student Growth Percentile
Compare student growth to that of his/her academic peers nationwide.
Learn more
2 of 7
View all

Select the live support icon to chat with a member of our support staff.

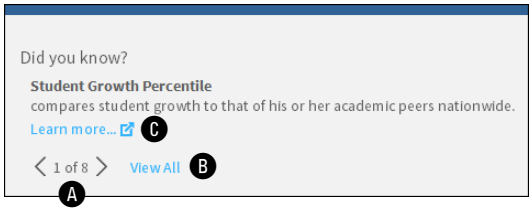
Select the home icon to return to the Home page.


Alerts
Account Clean Up 8/1/2014
We'll be doing our annual summer clean up of accounts. Find out more below.
More information | Dismiss
A New Accelerated Math program is coming July 2014
At the end of July, Accelerated Math Live customers will automatically receive a new version of Accelerated Math. For more information on this exciting new program, please click on the link below.
The New Accelerated Math | Dismiss

Alerts let you know when there is new information about your software or if it needs administrative attention (for example, a subscription renewal).

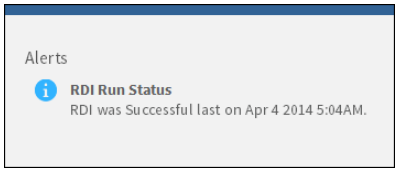
Did you know? articles provide information about program functions and resources to help you use the software more effectively.

Did You Know?



On the bottom of the Home page, the Did you know? area displays information about program features to help you use the software more effectively. The software will automatically cycle from one topic to the next each time the Home page is refreshed. You can click the left or right arrows Ⓐ to move through the topics at your own pace, or you can click **View All** Ⓑ to go to a new page where all the current topics (and some of the previously featured items) can be seen. For each topic, you can click **Learn more** Ⓒ to get more in-depth information about that feature.

Alerts



When you log in to Renaissance Place, you will see an Alerts area on the bottom of the Home page. You may see one or more alerts, depending on your role:

There are three types of alerts:

- **General product information** : Inform you of new product features or other changes to your software. For example, if the server hosting Renaissance Place for you will be undergoing maintenance, you would be notified in an alert.
- **Action necessary** : You must take specific action in the software. For example, if a parent has requested access to Renaissance Place, you will see an alert here so you can view the request and choose to accept or deny it.
- **Immediate attention** : You must take immediate action. For example, if the terms of the Renaissance Place License Agreement change, you will need to agree to the new terms before you can use the software.

Alerts will have whatever links are necessary for you to take action, view more information, or dismiss the alert. License agreement alerts and subscription alerts require special attention:

- **License agreement alerts:** District administrators and school administrators will be presented with a notice that they must view and accept the terms of the Renaissance Place License Agreement. They will be provided with a link to view the license; on the license page, they can choose to accept or not accept the agreement.

KeyWords RP subscriptions are unlimited. *Because KeyWords is not a purchased subscription, it does not have an end date, so you should not see a Subscription alert for KeyWords.*

If an administrator-level user does not accept the agreement within 30 days after the alert first appears, the alert will appear on the Home pages for district staff, school staff, and teachers. At least one user per site must agree to the license agreement.

- **Subscription alerts:** When 90 days remain before your subscription runs out, an alert appears to remind you. This alert can be dismissed, but it will reappear again when the subscription is down to 60 days, then 30, then 15. During this time frame, if your subscription is renewed, Renaissance Learning will enter the new subscription code, and this alert will not reappear until 90 days prior to the end date of the new code (next year).

Tools to Help You with KeyWords RP

You'll find many tools in the software to help you learn to use KeyWords RP:

- Manuals and other documents (see below)
- Help in the software (see page 53)
- Live Chat Support (see page 53)
- Training (see page 54)
- Resources (see page 54)

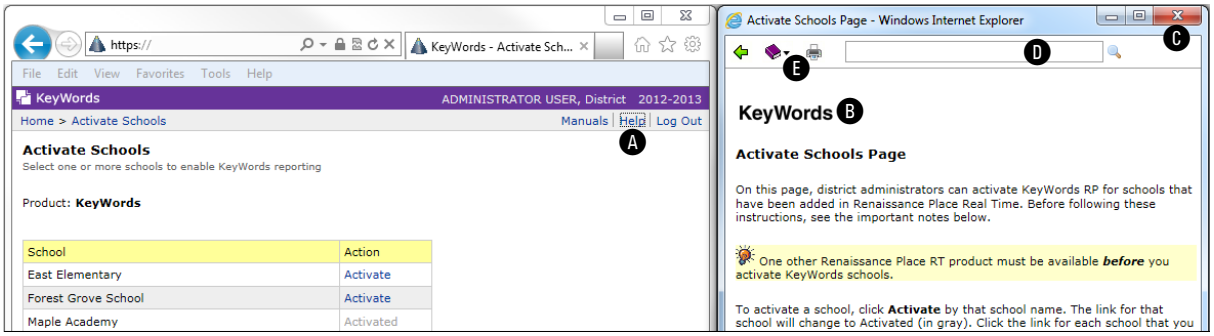
Manuals and Other Documents

To find the software manuals and other useful documents, click **Manuals** in the upper-right corner of any page. (On the Home page, click **?**, then **Manuals**.) Clicking that link lists the documents available for the Renaissance Place programs on your server. For KeyWords RP, you'll find these documents helpful:

Document	Includes
KeyWords User Manual (this document)	▸ General information about the program ▸ Step-by-step instructions for working with the program
KeyWords Software Tips for Getting Started	▸ Helpful hints to get you started using the program
Renaissance Place Software Manual	▸ Procedures for managing all school and district information

Help in the Software

To access the help, click **Help** in the upper-right corner of any page. The help opens in a separate window as shown below.


https://
KeyWords - Activate Sch...
File Edit View Favorites Tools Help
KeyWords
ADMINISTRATOR USER, District 2012-2013
Home > Activate Schools
Manuals | Help | Log Out
A
Activate Schools
Select one or more schools to enable KeyWords reporting
Product: KeyWords
School
Action
East Elementary
Activate
Forest Grove School
Activate
Maple Academy
Activated
Activate Schools Page - Windows Internet Explorer
C
D
E
KeyWords B
Activate Schools Page
On this page, district administrators can activate KeyWords RP for schools that have been added in Renaissance Place Real Time. Before following these instructions, see the important notes below.
One other Renaissance Place RT product must be available before you activate KeyWords schools.
To activate a school, click Activate by that school name. The link for that school will change to Activated (in gray). Click the link for each school that you

A The **Help** link is on every page in the program. Click it to get more information about the page currently displayed in the program.

B This logo lets you know you're in the Renaissance Place help. If you go to another program's help, the logo for that program will appear.

C To close the help, use the close button.

D To search, use the search field at the top of the help page. Enter words to look for in the help, and click the search icon to see the results. When you do this, the program searches the help for all the installed Renaissance Place programs. Since the search covers all available help, this is the best way to find what you need.

E To navigate the help, use the icons at the top of the help page:

To view previously selected help, click the back arrow.

Click the book icon and choose **Contents**, **Index**, or **Other Help**.

- **Contents:** Displays the table of contents for the current product help.
- **Index:** Displays an alphabetical list of topics for the current product help.
- **Other Help:** Takes you to a page where the Renaissance Place products installed on this server are listed, including Renaissance Place. When you click on one of the products, the Contents for that product's online help will open.

To print the current help topic, click the print icon.

Live Chat Support

Click the chat icon on the Home page or **Live Chat Support** on other pages (as shown to the right) to chat with a member of the support staff. By default, you can access chat from any Renaissance Place page; however, district administrators can set a preference to make it accessible from the Home page only or to turn it off entirely. For details, see the *Renaissance Place Software Manual*.

Training

On the Renaissance Learning Customer Center (www.renaissance.com/Customer-Center), you can find recorded web seminars and on-demand sessions to help you learn more about Renaissance Place software.

Renaissance Learning also offers on-site and remote technical consulting and training to help you better manage the technical aspects of your implementation, or assess your technical environment with our Educational Technology Assessment service. For more information, including pricing, call (800) 338-4204.

Resources

The KeyWords RP software contains other resources to help you use KeyWords in your classroom. On the Home page, select **KeyWords**, then **Resources** to find forms, charts, posters, keyboarding cards, configuration steps, information to help you get started, research, and best practices. For more information, see page 73.

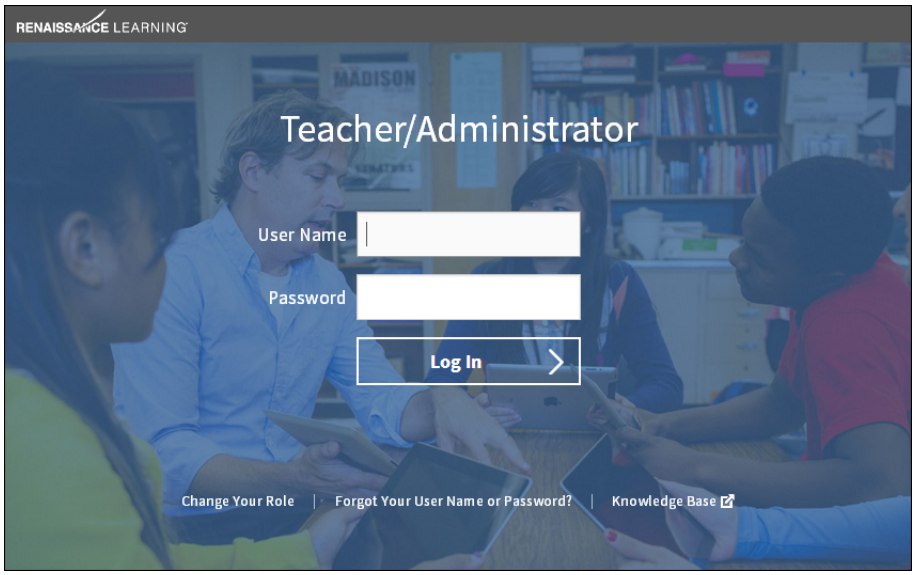
Need More Help?

- **Knowledge Base:** Search the Renaissance Learning Knowledge Base on the web at support.renaissance.com/techkb/ for technical support information.
- **Email:** Send general questions to answers@renaissance.com; send technical questions to support@renaissance.com.
- **Phone:** Call (800) 338-4204 for assistance. Outside the US, call 1.715.424.3636.

Logging In and Changing Your Password

Use these instructions to log in to Renaissance Place and access the KeyWords RP program.

1. In your web browser, go to the URL for Renaissance Place.
2. Click **I'm a Teacher/Administrator**.
3. Enter your user name and password.



4. Click **Log In**.

   If you are not required to change your password, your Home page opens (see page 50).

   If you are asked to change your password, one of two things has happened. Either your system administrator wants you to change it for security reasons or you haven't changed it in a year and the software requires it.

If you have forgotten your user name or password, click Forgot Your User Name or Password? on the right side of the login page. *You can use your email address or security questions to verify your identity and retrieve your user name or reset your password. You can only use this feature if you have previously entered your email address on the Renaissance Place Login Settings page and verified that address. For more information, see the* Renaissance Place Software Manual.

Setup Checklist for the KeyWords RP Software

The tasks listed below must be performed before you synchronize KeyWords data with KeyWords RP so you can view reports. You may or may not be the one required to complete these tasks.

Task	Usually Performed By					Where to Find Instructions
	District		School		Teacher	
	Admin.	Staff	Admin.	Staff		
Add school administrators and district staff	✓	✓				*Renaissance Place Software Manual*
Activate schools for KeyWords RP Reports	✓					Page 60
Add teachers, school staff, and students (make sure student names match exactly what is entered in KeyWords on your NEOs)[a]	✓	✓	✓			*Renaissance Place Software Manual*
Add school marking periods	✓		✓			
Add courses and classes—select a primary teacher, the products (including KeyWords) and enroll students as you add classes	✓	✓	✓	✓		
Make sure teacher and student computers have the necessary software installed	✓	✓	✓	✓	✓	Page 59

a. If your students have NEO 2s, you may want to add the students in KeyWords RP first, then import them into NEO Manager. You can then add your students to NEO 2s (or have them add themselves) using their user names and passwords; see page 8. This is an easy way to make sure NEO 2 students match KeyWords RP students.

Navigating the KeyWords RP Software

The navigation bar at the top of each page shows you where you are in the software as shown here.

If you need to go back to a previous page, use the links in the navigation bar rather than the web browser's Back button, which can sometimes give you unexpected results. For example, if you're on the Reports page and want to display the Home page, click **Home** in the navigation bar.

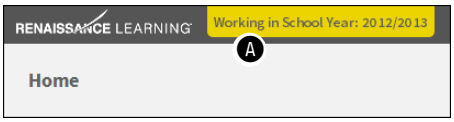
Working in a Different School Year

The school year that you are working in now is shown to the right of your name in the upper-right section of any Renaissance Place program page (except the Home page).

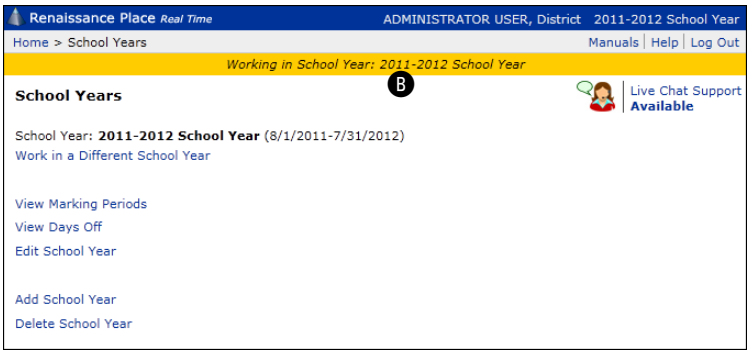
You may want to work in a different school year if you are adding information for the next school year or reviewing results from a previous school year. To work in another school year, follow these steps:

1. On the Home page, click **School Years**.
2. Click **Work in a Different School Year** on the School Years page.
3. Click the school year that you want to work in. You will return to your Home page; the new active school year will be shown to the right of your name.

   If you choose to work in a past or future school year, the school year that you are working in will be shown in gold next to the Renaissance Learning logo Ⓐ.



   On other pages, you will see a gold bar Ⓑ toward the top of every page with a message reminding you of the school year you are working in.



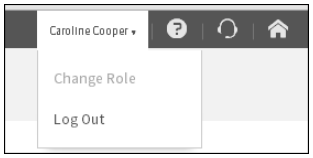
Switching Roles and Schools Using the Home Page Drop-Down List

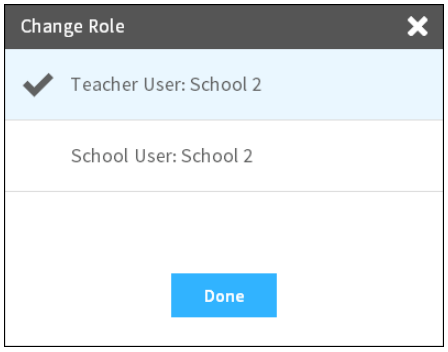
Some people in your district or school may be assigned more than one role, or they may be assigned to more than one school. For example, the librarian in the high school might also teach a class in one of the middle schools.

Renaissance Place keeps track of these multiple roles and school assignments. You can switch between roles or schools after you log in or any time while you are using the software.

People normally change their user types or location in order to perform tasks in the program that are restricted to specific user groups. If you are trying to perform a task and finding you don't have access, try switching your user type using the Change Role option.

On the Home page, select your user name, then select **Change Role**. Then, choose the role you want to work as and click **Done**.



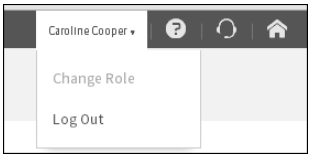


You may also see the Change Role option if you have been given extra capabilities, *even if you don't have more than one role in your school or district. If you have been granted more capabilities and you don't see the links you need, check for the Change Role option and choose the role that applies to the task. For more about capabilities,* *see page 71.*

Logging Out and Closing the Renaissance Place Software

When you've finished working in KeyWords RP Reports, log out to keep your data secure.

1. On the Home page, select your user name, then click **Log Out**. On other pages, click **Log Out** in the upper-right corner of the page.
2. Close the software by closing your web browser.



Automatic logout after 80 minutes. *If you don't use any Renaissance Place product for about 80 minutes, you'll automatically be logged out, and you'll have to log in again when you return to the software.*

Software Requirements

Current Requirements

For the most up-to-date software, hardware, operating system, and browser requirements for Renaissance Place, visit www.renaissance.com/customer-center#systemrequirements.

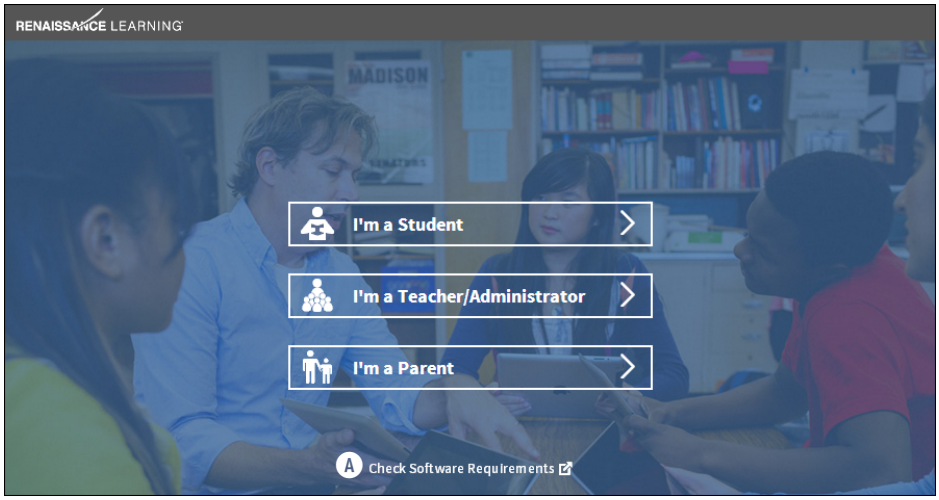
Checking for the Supporting Software You Need

If any programs need to be installed or updated, *make sure you are logged into the computer with the rights or permissions required to install software for all users. If you do not know whether you have those rights at the computer, or if you don't have those rights, contact your school's technology/computer coordinator.*

Many Renaissance Place programs require supporting software programs, such as Adobe Reader to view and print reports. The supporting software must be installed on *each* individual computer used to work with Renaissance Place programs. If some of the software that you need to use Renaissance Place is not installed, or is outdated, you or your students may see messages about the missing software.

There are two ways to go to the Downloads page:

- Before logging in, click **Check Software Requirements** Ⓐ on the Renaissance Place Welcome page.



- After logging in, on the Home page, click **Product Administration**. Then, on the Product Administration page, below Setup and Maintenance, click **Download Supporting Software**.

Click **Downloads** on the left side of the page (or the top) to see which Renaissance Place and third-party downloads are available or required.

For more information about the Browser, Downloads, and Support tabs, refer to the *Renaissance Place Software Manual.*

Activating Schools

Who Can Do This?
- ☑ District Administrator
- ☐ District Staff
- ☐ School Administrator
- ☐ School Staff
- ☐ Teachers

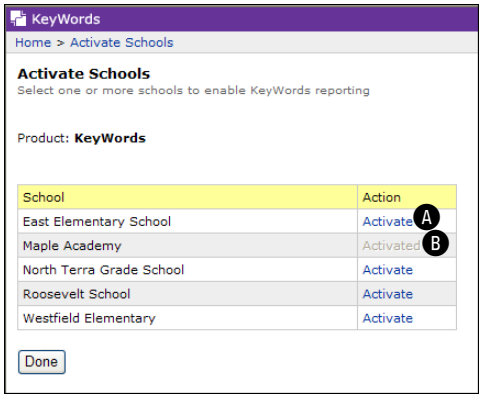
Learn more about capabilities on page 71.

After KeyWords RP has been installed on your server, schools have been added, and at least one other Renaissance Place product has been registered, a district or program administrator must activate the school that will be using KeyWords RP. KeyWords RP is automatically registered when you activate a school; it does not need to be registered separately.

Note: At least one other Renaissance Place product (such as Accelerated Reader or STAR Math) must be registered *before* you activate KeyWords schools. See the *Renaissance Place Software Manual* to register those products.

Follow these steps to activate schools for KeyWords RP:

1. If no schools have been activated yet, on the Home page, click **KeyWords**, then **Select schools to use KeyWords**. If schools have been activated already, click **Activate Schools**.
2. Click **Activate** by the school you want to activate Ⓐ. You can only activate one school at a time. Repeat this step for each school you want activated.



Ⓐ Click **Activate** to activate that school for use with KeyWords. Click **<< Previous** or **Next >>** to move back and forward through the list of schools if the list goes to more than one page.

Ⓑ After you click **Activate**, the software will enter the necessary codes for you and the link will change to the word "Activated."

3. Click **Done** when you have finished. The **Reports** link will now be available in the list of KeyWords RP tasks on the Home page.

After the schools have been activated, *be sure to check KeyWords in the products for classes as you add or edit them to ensure that students in those classes will be in KeyWords RP reports.*

Bringing KeyWords Data into KeyWords RP

To bring your KeyWords data from NEOs into KeyWords RP, you need to use NEO Manager to synchronize the KeyWords data from the NEOs with KeyWords RP. For instructions, see page 37.

Viewing KeyWords RP Reports

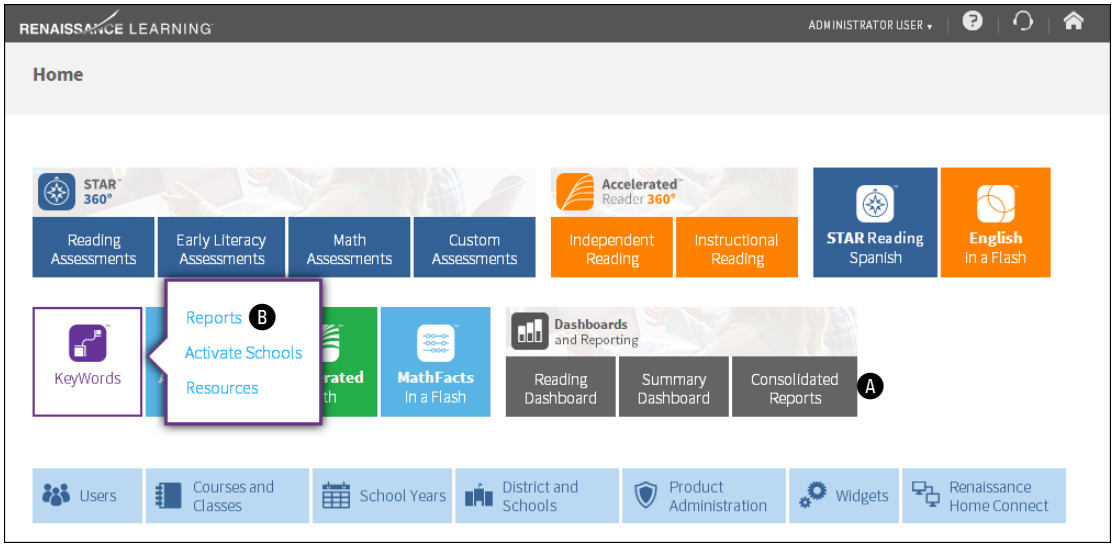
KeyWords RP reports give you more information about your students' progress and performance on KeyWords lessons and tests on the NEO. KeyWords RP reports also provide details about class performance, student and teacher information (including user names and passwords), and schoolwide performance in KeyWords.

Renaissance Place Reports versus KeyWords RP Reports

On your Renaissance Place Home page, you will see a Consolidated Reports link under Renaissance Place in addition to the Reports link under KeyWords.

On the Home page, when administrators and teachers click **Consolidated Reports** Ⓐ under Dashboards and Reporting, they can generate reports with data from more than one product. However, KeyWords data does not appear on any Consolidated report.

When you click **KeyWords**, then **Reports** Ⓑ, you can generate reports about your student's KeyWords lessons.



Check for a PDF Reader Before You Generate Reports

KeyWords RP reports are in PDF format. You will need a PDF reader (such as Adobe Reader or Preview) installed on your computer to view and print these reports. To check for a PDF reader before generating reports, go to the Downloads page (see "Software Requirements" on page 59), then click **Test** for the PDF reader. If a PDF with a confirmation message does not open, click **Download.**

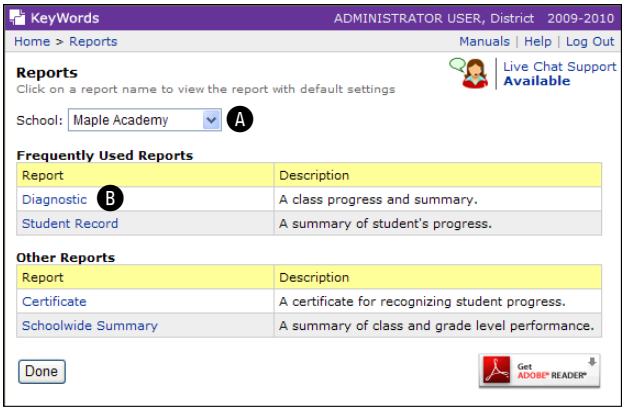
Creating and Printing KeyWords RP Reports

Who Can Do This?

- ☑ District Administrator
- ☐ District Staff
- ☑ School Administrator
- ☐ School Staff
- ☑ Teachers

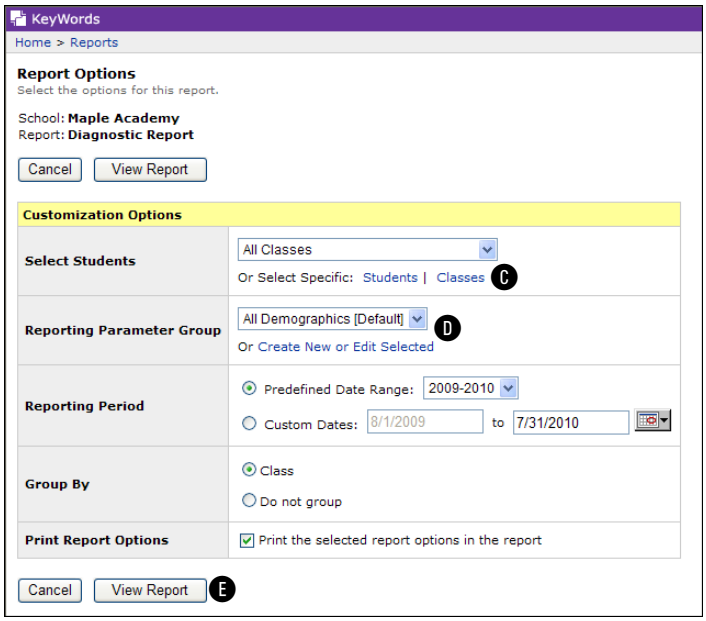
Learn more about capabilities on page 71.

1. On the Home page, click **KeyWords**, then **Reports**.
2. Select your school from the **School** drop-down list if necessary Ⓐ.
3. Click the report name on the Reports page Ⓑ.



If you need information about your class setup or enrollment, personnel, and students, *you can find that information using the links under Renaissance Place on the Home page.*

4. Select the options you want to customize for this report on the Report Options page. Click **View Report** when you've finished Ⓔ.



Ⓒ For many reports, you can choose students by name or class. To choose them by name, click **Students**. To choose them by class, choose a class from the drop-down list or click **Classes**.

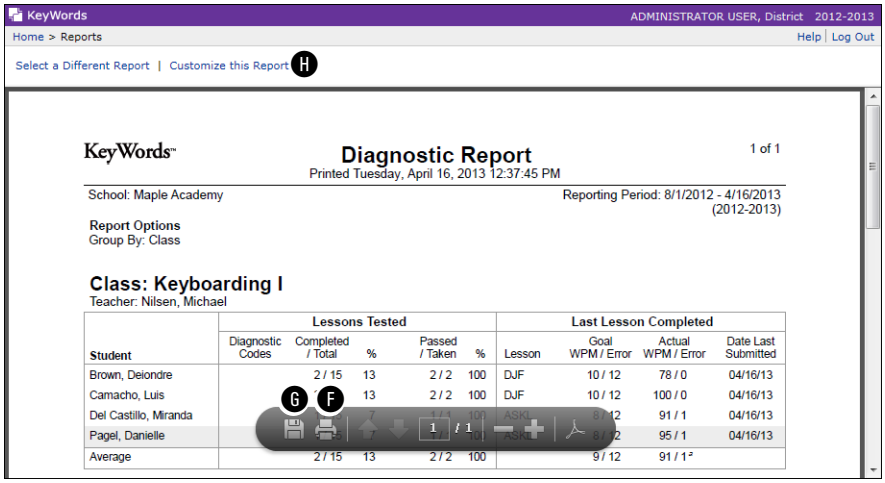
Ⓓ Reporting parameter groups let you choose students with common traits. For more information, see page 65.

Ⓔ After choosing report options, click **View Report**.

Custom report options. *Each report has its own set of options. For more information about the custom options available for each report, see page 66.*

5. KeyWords RP will generate the report. When it's ready, the report will open in the browser window or a separate window.

If it opens in a browser window as shown below, to save or print it, use the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X and XI, the Adobe Reader buttons may be hidden until you move the mouse over the bottom center of the document or press F8.)


KeyWords
ADMINISTRATOR USER, District 2012-2013
Home > Reports
Help | Log Out
Select a Different Report | Customize this Report
H
KeyWords™
Diagnostic Report
Printed Tuesday, April 16, 2013 12:37:45 PM
1 of 1
School: Maple Academy
Reporting Period: 8/1/2012 - 4/16/2013
(2012-2013)
Report Options
Group By: Class
Class: Keyboarding I
Teacher: Nilsen, Michael
Lessons Tested
Last Lesson Completed
Student
Diagnostic Codes
Completed / Total
%
Passed / Taken
%
Lesson
Goal WPM / Error
Actual WPM / Error
Date Last Submitted
Brown, Deiondre 2 / 15 13 2 / 2 100 DJF 10 / 12 78 / 0 04/16/13
Camacho, Luis 13 2 / 2 100 DJF 10 / 12 100 / 0 04/16/13
Del Castillo, Miranda 91 / 1 04/16/13
Pagel, Danielle 95 / 1 04/16/13
Average 2 / 15 13 2 / 2 100 9 / 12 91 / 1
G
F
1 / 1

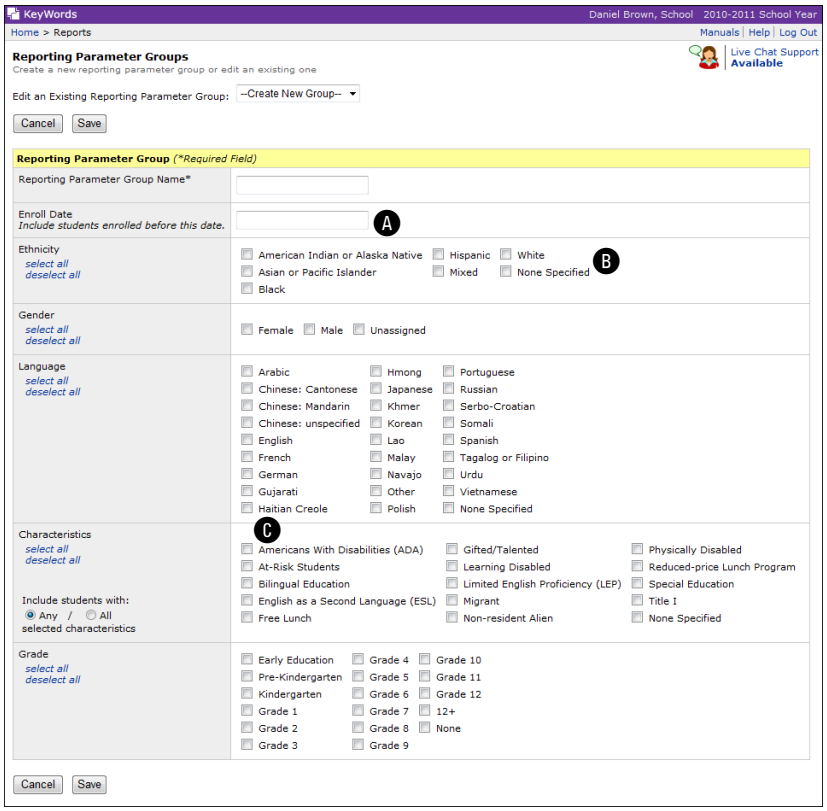
F Click the print button to print the report.

G Click the save button to save the report.

H These options let you customize a report or go back to choose a different one.

About Reporting Parameter Groups

Reporting parameter groups let you limit reports to students with common traits. When you choose custom options for some KeyWords RP reports, you can choose a reporting parameter group from a drop-down list. You can also create or change a group by clicking **Create New or Edit Selected**.



A By entering an enroll date, you select students enrolled in the school before the date you specify.

B You can specify each student's ethnicity, gender, language, and grade when you add the student or edit his or her information. See the *Renaissance Place Software Manual*. Then, you can check the groups that you want to include in the report on this page.

C You can assign characteristics to students separately. You can also add your own custom characteristics and assign them to students. See the *Renaissance Place Software Manual*. When you check characteristics here, be sure to click an option on the left to choose whether to include students with any of the characteristics or only those with all checked characteristics.

Report Descriptions

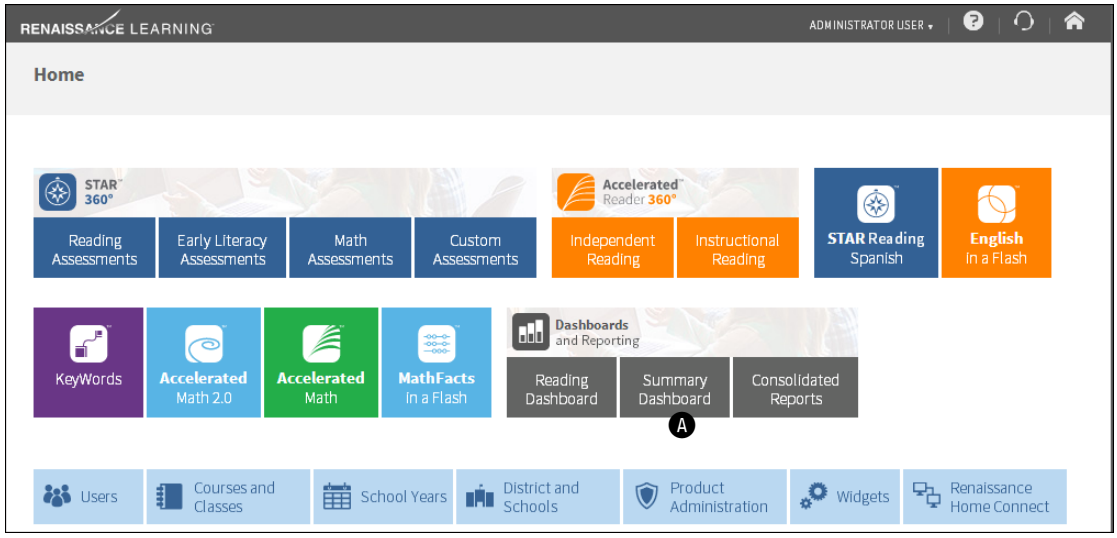
This table lists the KeyWords RP reports with a description of what is in each report and the options you can change for the report.

Report	Why You Would Use It	Things You Can Change
Certificate	Recognizes students who have successfully completed their goals for number of words per minute (WPM) and errors or those who have completed lessons. Each certificate includes a title, the student name, the accomplishment, and two signature lines.	You may select: ▸ classes or students to include ▸ date range ▸ text included ▸ signature lines
Diagnostic	Helps you monitor student work on keyboarding lessons in KeyWords. It notes progress toward goals and alerts you to problems students are having. The report includes the number of completed lessons and the total number of lessons, the percentage of lessons completed, the number of passed lessons out of those taken, the percentage of lessons passed, diagnostic codes, and detailed information about the last lesson completed for each student (including the lesson name, goal for words per minute and errors, actual words per minute and errors, and the date the data was imported into RP from NEO Manager). **Things to Note** ▸ Diagnostic codes are defined on the report. They help you see potential problems. ▸ The report supports a direct discussion with an individual student's parents or guardians. ▸ There is a page break after each group.	You may select: ▸ classes or students to include ▸ date range ▸ grouping used ▸ whether to print the selected options on the report
Schoolwide Summary	Provides details about your students' most recent KeyWords tests. The report includes the number of students, the average number of lessons they've completed out of the total number, the average percentage completed, the average number of lessons passed out of those completed and the percentage passed, the goals for words per minute (WPM) and errors, and the average actual words per minute and errors in the last lesson. **Things to Note** ▸ Use this report to get a good overall picture of your students' keyboarding performance while using KeyWords on the NEO.	You may select: ▸ date range ▸ grouping used ▸ whether to print the selected options on the report
Student Record	Provides information about student performance on keyboarding lessons. Includes the lesson name, whether or not it was passed, the student's goals and actual performance for words per minute and errors, and the accuracy and speed builders completed. (For pre-tests and post-tests, the goals and accuracy and speed builder information do not apply, so you will see dashes instead of this information.) The report also includes the date that data was last brought into KeyWords RP using NEO Manager (date submitted).	You may select: ▸ classes or students to include ▸ date range ▸ page break after each student's information

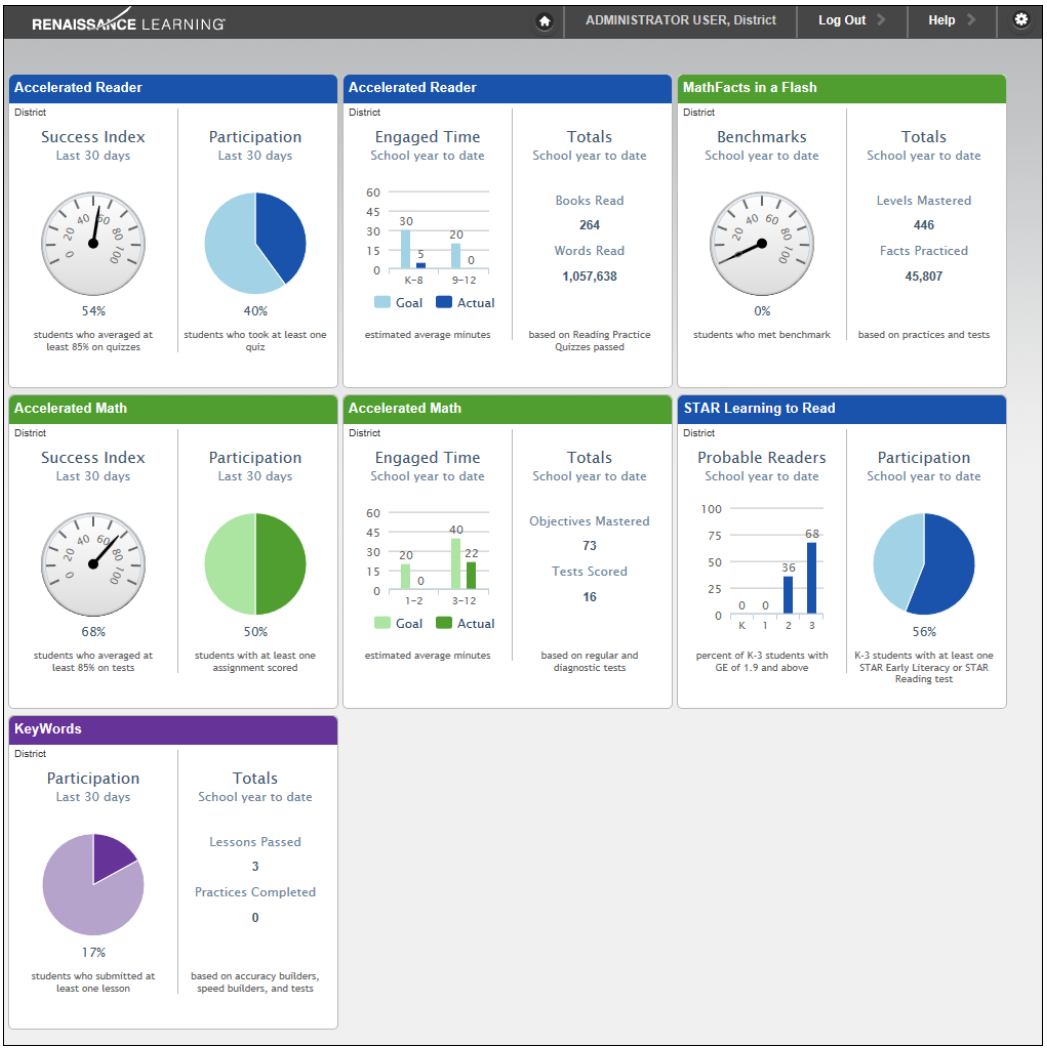
KeyWords Data in the Summary Dashboard

The Summary Dashboard gives you an overall view of how schools are performing in several different subjects and programs. KeyWords data is included in the Dashboard.

To open the Dashboard, on the Home page, click **Summary Dashboard** Ⓐ.



The Summary Dashboard shows the percentage of your KeyWords students who have submitted at least one lesson in the past 30 days (participation) and the number of lessons passed and practices completed in the school year so far. (See the example on the next page.) For more information, click one of the white buttons.



For more information about using the Dashboard, see the *Renaissance Place Software Manual*, or click **Help** in the upper-right corner of the Dashboard.

Getting Ready for a New School Year

If you want to use your Renaissance Place programs during summer school, *you should wait to perform these steps. For tips, see Knowledge Base article 7901571 at support.renaissance.com/techkb/techkb/7901571e.asp.*

Before you start each new school year, you need to check, add, edit, and delete information in Renaissance Place as needed so that your teachers are ready to use KeyWords RP with their new classes.

Perform these tasks after the previous school year has ended but before the start of the next school year.

Note: If you have the Renaissance Data Integrator (RDI) service, your Renaissance Place database is automatically linked to your student information system (SIS) data. Do not follow the steps in this section; instead, contact your Technical Services Consultant to set up RDI for the new school year.

Renaissance Place Tasks for the New School Year

Who Can Do This?

- ☑ District Administrator
- ☑ District Staff
- ☑ School Administrator
- ☑ School Staff
- ☐ Teachers

Learn more about capabilities on page 71.

Before you get KeyWords RP ready for the new school year, **administrators or other non-teaching staff** need to perform these tasks in Renaissance Place. For details, see the *Renaissance Place Software Manual*.

- ☐ Add the new Renaissance Place school year (must be done by district administrators or district staff).
- ☐ Add the marking periods for each school (used for goals and reports) or copy the marking periods from the previous school year.
- ☐ Add the days off for each school (used for report calculations) or copy the days off from the previous school year.
- ☐ Set reporting periods for Renaissance Place consolidated reports.
- ☐ If a properly formatted file is available from a student information system, import student, personnel, class, and/or course information. You may also be able to import updates to student enrollments and personnel assignments.
- ☐ Check to see which personnel are in the software and add, edit, or delete personnel as needed.
- ☐ Check to see which students are in the software and add or delete students as needed. You can also transfer students from one school to another, edit student information, and edit student characteristics. This is also a good time to check for duplicate students and merge student records if necessary.
- ☐ Review the course list for each school and add, edit, or delete courses as needed.

☐ Copy classes from the previous school year, or add classes to the new school year. (Classes do not carry over from one school year to the next, so you need to add them each year.) If you copy classes, edit each class each class to choose the teacher and products and enroll students as needed.

Technology/Computer Coordinator Tasks for the New School Year

	Task	Where to Find Instructions
☐	Check for required supporting software on new and updated computers, and recheck other computers to make sure they have the latest versions of the software. **Note:** You must be logged in to each computer with the rights required to install software for all users.	See "Software Requirements" on page 59.
☐	Make sure each computer that will be used with KeyWords RP has a shortcut or favorite set up for the current Renaissance Place address.	See the help for your operating system and/or browser.
☐	If you will be using NEO 2s with KeyWords RP, make sure: ▸ The Renaissance Receivers are connected to the computers where they will be used. ▸ You have assigned a unique name to each Renaissance Receiver.	See the *NEO 2 Quick Guide*.

KeyWords RP Tasks for the New School Year

Complete the Renaissance Place setup tasks on page 69 *before* completing the tasks below so that your new classes will be available for KeyWords.

	Task	Where to Find Instructions
☐	Reset the KeyWords students on NEOs to remove previous students and their work.	See page 37.

Capabilities in Renaissance Place Programs

***Capabilities** are sometimes known as rights, access, and/or privileges.*

Capabilities give you the right to perform specific tasks in the software.

By default, your capabilities are determined by your user group. The position you hold determines what user group you are in; you can be in more than one user group. See "User Groups" below.

There are two types of capabilities:

- Capabilities in Renaissance Place (see the *Renaissance Place Software Manual*)
- Capabilities for specific products (KeyWords RP does not have capabilities of its own)

By default, only district or school administrators can change your capabilities.

For more information about capabilities see the *Renaissance Place Software Manual*.

User Groups

The Renaissance Place software contains these seven user groups:

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers
- Students
- Parents

Each person added to the Renaissance Place database is assigned to a user group and a specific position within that group. The positions included in each user group are listed below. Some positions appear in more than one category and have capabilities for each category they appear in.

District Administrators

- Assistant Superintendent
- District Superintendent

District Staff

- Academic Testing Coordinator
- Admissions Director
- Curriculum Director
- Custodian—District
- Director of Education
- Food Service Director
- Gifted/Talented Director
- Library/Media Director
- Other District Staff
- Personnel Director
- Reading Specialist
- Secretary—District
- Special Education Director
- Technology/Computer Director
- Title I Director
- Vocational Education Coordinator

School Administrators

- Assistant Principal
- Intervention Specialist
- Librarian/Reading Coordinator
- Principal

School Staff

- At Risk Coordinator
- Athletic Director
- Athletic Trainer
- Audiologist
- Custodian—School
- Educational Diagnostician
- ESL Coordinator
- Food Service Worker
- Guidance Counselor
- Interpreter
- Librarian/Media Specialist
- Occupational Therapist
- Other School Staff
- Physical Therapist
- Physician
- Reading Specialist
- School Nurse
- School Psychologist
- Secretary—School
- Social Worker
- Speech Therapist
- Teacher's Aide
- Teacher Appraiser
- Teacher Facilitator
- Teacher Supervisor
- Technology/Computer Coordinator

Teachers

- Teachers for each Renaissance Place Product
- ESL Teacher
- Lead Teacher
- Special Duty Teacher
- Special Education Teacher
- Substitute Teacher
- Team Teachers (general Team Teacher or Team Teacher for each Renaissance Place product)
- Visiting Teacher

Students

Students will log in to use some software programs. However, they do not log in for KeyWords RP—they log in to the KeyWords SmartApplet on the NEO.

KeyWords Capabilities

KeyWords does not have any capabilities—only the Renaissance Place capabilities affect how users interact with this program. For more information about capabilities see the *Renaissance Place Software Manual*.

KeyWords Resources for Teachers

The resources that are available for KeyWords can help teachers learn how to use KeyWords to teach their students touch-typing. Resources include:

- reference materials provided with KeyWords and KeyWords RP that you can use to make handouts and transparencies
- a review of ergonomic typing posture and body placement
- a sample lesson plan for using KeyWords in a classroom with NEOs

Materials for Handouts and Transparencies

You can find KeyWords Resources in several places, which are described below.

You need Adobe Reader *to view and print all PDF files. Adobe Reader is available at www.adobe.com, or you can install it from the Software Requirements page (see page 59).*

KeyWords RP Resources Page

In KeyWords RP (Renaissance Place), you can click **KeyWords** on the Home page, then click **Resources** to see many of these resources. Most of the resources can be found on the Resources page, but you can print Certificates from the KeyWords RP Reports page.

NEO Manager Start Menu or Program Folder

- On Windows computers, click **Start ▸ All Programs ▸ NEO Manager ▸ KeyWords ▸ KeyWords Master Transparencies**.
- On Macintosh computers, open Applications : AlphaSmart : AlphaSmart Manager 2 : KeyWords Extras and double-click **KeyWords SmartApplet Master**.

NEO Manager CD or Downloaded Files

In the KeyWords Extras folder on the NEO Manager CD (and in the NEO Manager download files), you'll find a file named **KeyWords SmartApplet Master.pdf**.

Documentation CD for NEO

If you received a Documentation CD, you find the **KeyWords SmartApplet Master.pdf** file in the SmartApplets folder.

Resource Locations

Location	Resources Available
NEO Manager Start menu or program folder	▸ Posture and Wrist Placement ▸ Key Strikes ▸ Finger Zones ▸ Home Row Keys ▸ Finger Placement for Lessons ▸ Progress Report Master ▸ Sustained Practice Activities ▸ Congratulations Certificate
NEO Manager CD or downloaded NEO Manager files	▸ Posture and Wrist Placement ▸ Key Strikes ▸ Finger Zones ▸ Home Row Keys ▸ Finger Placement for Lessons ▸ Progress Report Master ▸ Sustained Practice Activities ▸ Congratulations Certificate
Documentation CD	▸ Posture and Wrist Placement ▸ Key Strikes ▸ Finger Zones ▸ Home Row Keys ▸ Finger Placement for Lessons ▸ Progress Report Master ▸ Sustained Practice Activities ▸ Congratulations Certificate
KeyWords RP Resources Page	▸ Keyboarding Cards ▸ Posture and Wrist Placement (in the Getting Started posters) ▸ Key Strikes (in the Getting Started posters) ▸ Finger Zones (in the Getting Started posters) ▸ Home Row Keys (in the Getting Started posters) ▸ Finger Placement for Lessons ▸ Sustained Practice Activities (under Forms and Charts) ▸ Certificate (Reports page only)

Resource Descriptions

Name of Resource	Description of Master
Prepare these masters before using KeyWords on NEOs:	
Posture and Wrist Placement	This master shows a drawing of a student seated properly with good wrist and hand position. Use it to create an overhead transparency or a reference handout for students.
Key Strike	This master shows close-up sketches of correct finger strike positions. Use it to create an overhead transparency or a handout for students.
Finger Zones	This master illustrates the keyboard divided into zones. A graphic shows the fingers that correspond to the zones on the keyboard on each hand. Use this master as a handout or a poster.
Home Row Keys	This master shows Home Row positions for the left and right hands. Use this master as a handout or a poster.
Use these masters while working with KeyWords on NEOs:	
Finger Placement for Lesson 1: Start Here!	This master illustrates the right and left hands with fingers labeled, and shows those fingers in their home row positions. It also illustrates the finger reach to the **enter** key and the use of the thumb to strike the space bar. Use it to create handouts or posters.
Finger Placement for Lessons 2 through 16	These masters illustrate finger placement and reaches useful for student reference as they learn each level. Use the masters to create a handout for each lesson.
Progress Report	Use this master to create hard copy reports for students to fill in so they can track their progress or hand in progress reports. This is the same information kept by the NEO in the students' records.
Use these masters as supplemental materials to KeyWords lessons on NEOs:	
Sustained Practice	These masters contain additional practice exercises for each lesson. Students can do the exercises by typing in AlphaWord Plus. Use these lesson-appropriate practice sheets as students pass each lesson.
Congratulations Certificate	Use this master to create certificates to reward students as they pass each KeyWords lesson.
Keyboarding Cards	Use the cards in this document to provide additional "game-like" activities for reinforcement, introducing finger zones, or to provide additional practice.
These other resources will help you use KeyWords in your classroom:	
Configure NEO to Support Students with Unique Learning Needs	This document explains how to configure NEOs for students with unique visual needs, motor control needs, or physical needs.

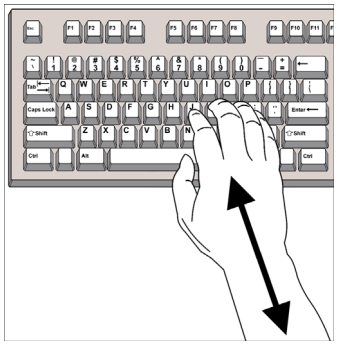
Name of Resource	Description of Master
KeyWords and Renaissance Place Integration QuickStart Guide	This document explains how to add KeyWords students and get students started on lessons, change KeyWords settings in NEO Manager, generate KeyWords reports in NEO Manager, and synchronize KeyWords data with KeyWords RP so you can use KeyWords RP reports.
Keyboarding: An Essential Skill for the 21st Century	This document summarizes keyboarding research and outlines best methods for teaching this skill.

Keyboarding Ergonomics

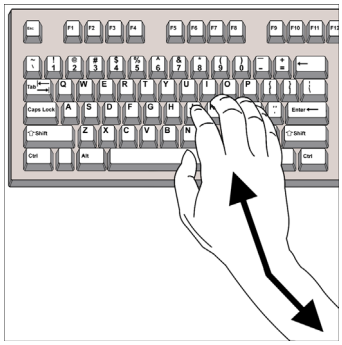
Teaching students about proper posture and physical setup can help them prevent health problems caused by typing.

Keep the following tips for wrists and hands in mind:

- Keep wrists aligned, straight, and level.



Correct hand and wrist position



Incorrect hand and wrist position

- Position chairs so students do not stretch to reach keys.
- Wrists should not rest on anything.
- Take periodic rest breaks.

Follow these guidelines to properly adjust equipment and posture:

- The keyboard should be just below elbow height so the elbows are bent at a 90° angle.
- The chair should adjust so it can fit each student properly.
- Forearms and thighs should be parallel to the floor when the student is seated at the computer.
- Feet should be flat on the floor or placed on a tilted footrest.
- Position devices so that light does not reflect off the screen. Light reflecting off the screen can cause eye strain and frustration.

Sample Lesson Plan for Getting Started

This sample lesson plan teaches basic keyboarding information. You should present this lesson to students at the beginning of keyboarding instruction.

Students will learn

- Correct typing posture
- Correct wrist placement
- Home row keys
- How to strike keys
- How to strike the space bar
- How to strike the **enter** key

Preparation

Prepare the following overhead transparencies from the masters (see page 73):

- Posture and Wrist Placement
- Key Strike
- Finger Zones
- Home Row Keys

Teaching the Lesson

Explain to students that there are several basic practices that promote successful keyboarding. These practices include sitting with the proper posture, holding the wrists properly, striking the keys correctly, and returning the fingers to the home row keys. The following steps guide you through the lesson.

1. Use the Posture and Wrist Placement overhead transparency to show the correct typing posture and wrist placement. Have students sit at their desks with their NEOs and demonstrate the correct posture and wrist placement. Monitor students, helping them make needed adjustments.
2. Use the Key Strike overhead transparency to explain how to strike the keys. Have students demonstrate and practice striking the keys. (Students can use AlphaWord Plus on their NEOs to practice striking keys.) Monitor students, helping them make needed adjustments.
3. Use the Home Row Keys overhead transparency to show the home row keys. Have students place their fingers on the home row keys and practice typing **A S D F** and then **J K L ;**. Repeat several times until students can strike the home row keys correctly.

4. Use the Finger Zones overhead transparency to show students the keyboard zones for each finger. Have students practice striking another key with one finger and then returning that finger to the home row key. Practice with several fingers. Monitor students, helping them make needed adjustments.
5. Show students how to strike the enter key and the space bar. The right little finger strikes the enter key and then returns to the home row key. Either thumb is used to strike the space bar. Have students practice striking the enter key and the space bar and returning to the correct home row key. Monitor students, helping them make needed adjustments.
6. Explain to students that pressing the enter key moves the cursor to the beginning of the next line and that pressing the space bar inserts a space between words.
7. Review the basics of sitting properly, using correct wrist placement, striking the keys, and always returning to the home row keys.

Lessons in KeyWords

The following table lists the lessons provided in KeyWords. Each table shows the keys introduced in the lesson, the words and word patterns learned, and the passing criteria for testing (based on the default goals—see page 25).

Lesson	Keys Introduced	Words Learned	Patterns	Passing Criteria
Pre-Test	none	none	none	none
1: Start Here!	none	none	none	0 WPM 0 errors
2: ASKL	A S K L	all as ask lass alas	sl alk as ask ll	8 WPM 12 errors
3: DJF	D J F	add dad fall sad lad salad flask jalls jad jasks	fl ad s (plural)	10 WPM 12 errors
4: TH	T H	sat flat hat slat that has fast last ash flash slash dash has sash talk stalk hall tall shall stall salt half	th alt ast sh st at ash	12 WPM 12 errors
5: GO	G O	dog hot fog log jog look took hook shook hag sag shag lag got shot hot lot old told gold sold fold soft aloft of off stool fool soot tooth toast toad oat goat float soak load ghost good hood stood flood	ood old ook oa og ot ool oat ost oad ag oast gh	14 WPM 10 errors

Lesson	Keys Introduced	Words Learned			Patterns		Passing Criteria
6: EI	E I	eat eagle feel goose the lid lake skate kite glide jog tight seaside elfish	seal tea feed loose these solid fake jade ashes slide sigh light steak shoes	flea eel geese lose did tie gate like flashes silk high flight fish headlight	ee es ed ade ie ike ide igh oe	ea se ake id ish ite ilk ight	16 WPM 10 errors
7: PR	P R	hop flop hear pear deer see tire tar are park spark shrill thrill hope soap apples pillar strolled alligator	stop slop dear eager free red fire jar large dark star starfish dope girl horse roses fairies prettiest refrigerator	shop ear fear read tree fled tried hard ark lark ill earth rope radishes reddish spider parrot sorriest	op er re ar ark iest oll thr str	ear es ee ard ope or ir shr	16 WPM 10 errors
8: QU	Q U	rug our pour shout soup just judge suds quiet quote quart squirt said sputter	hug hour flour loud gush flush fudge three quake quail equip spirit heartful	jug four out house hush trust pure quit quilt quarter quip dollar stutter	ug out ush udge	ou ouse ust qu	16 WPM 8 errors

Lesson	Keys Introduced	Words Learned			Patterns		Passing Criteria
9: WY	W Y	day away stay whole flowers plow owls laws hurry slowly	try play joyful where pillow washed hoot you story	way playful why flow yellow yaks write furry followed	ay wh ory aw wr	ow ly urry wh	18 WPM 8 errors
10: Z?	Z ?	zip zeal puzzles drizzle jazz	zipper zigzag Zeus zero zesty	pizazz sizzle gazes lazy	azz ze zz	uz izz zi	16 WPM 8 errors
11: X.	X .	expert exit reflex explore tax duplex exasperate	explode express exhale prefix ox paradox	extra relax apex wax fox	ex ax pre	ox re	18 WPM 8 errors
12: C,	C ,	ace circus quick peck cupcake Chuck cows carrot deck choose	face circles pick chew cheetahs quack careless exactly crawls chocolate	race sticky chick juice duck call could clothes cards	ace eck uck ch	circ ick uice cr	20 WPM 8 errors
13: MV	M V	love move my arrive very wave comics pimples pilgrim mild	dove grove five thrive avoid caramel slime rimful shrimp might	glove am give alive swerve muddy scratch whim limp church	ove av im	ive ve ime	22 WPM 8 errors

Lesson	Keys Introduced	Words Learned	Patterns	Passing Criteria
14: NB	N B	big bit nibble rabbit job cob hobby blue wobbles singing dancing bang beach brown building brave balloons blossom bouquet barley subway caution explosion motion extinction	ob ub br bl ld bb bbl by in ion sion	22 WPM 8 errors
15: " ' !	" ' !	—	—	14 WPM 8 errors
16: Numbers	1 2 3 4 5 6 7 8 9 0	—	—	14 WPM 6 errors
Post-Test	none	none	none	none

Frequently Asked Questions

While using KeyWords, you can use this section to find answers to frequently asked questions. For further assistance, please see page 54.

Note: For NEO troubleshooting information, see the *NEO 2 User Manual*.

Why can't I use the backspace key when using KeyWords?

Backspace is disabled because keyboarding research shows that students need to learn the patterns of keystrokes uninterrupted by immediate corrections. Disabling **backspace** benefits students because they can concentrate on speed, not on correcting errors.

Why is there so much repetition of words in the practice passages?

Research has shown that speed and confidence increase more readily if simple words are used and are repeated often. KeyWords offsets the repetition by providing text with humor, poetry, and rhythmic chants.

Why are the passages so easy?

Easy practice material develops speed and typing fluency more effectively, giving the student a feeling of confidence and a sense of success. Though the passages are easy, they provide practice in all the needed key patterns.

Why is the sequence of key introduction so different from what I am used to in other typing programs?

Many other typing programs are based on 1950s typing instruction. KeyWords designers sensed the need for a more language-based program, one that reinforces the development of a reading and writing vocabulary as it teaches typing.

The content of the passages is based on word list analysis. High-frequency words that help develop reading and writing vocabulary and spelling skills were chosen for the practice material. KeyWords maximizes kinesthetic and linguistic patterns, which is why it is the most efficient and enjoyable way to learn to touch-type.

Why do the students learn the ASKL keys first?

Two design principles distinguish KeyWords from all other keyboarding programs: the application of kinesthetic (tactile, sensory) patterning and the application of linguistic (language) patterns in all skill-building activities.

When students are learning the home row keys in the first lesson, they type *as*. Students are typing enough on the left side of the home row keys to ensure that their fingers are where they belong. Students are also using two fingers that are next to each other to press two keys that are next to each other in a left-to-right motion; this is a kinesthetic pattern. The action results in a word, *as*, which is also part of many other words, like *fast*; so *as* is also a linguistic pattern. Learning the kinesthetic pattern generates a linguistic pattern.

On the right side of the home row keys, there are no little words to teach. However, if a student types *as* on the left side and then adds a *k*, the student has typed *ask*: all flowing left to right—a kinesthetic pattern—and all forming a word—a linguistic pattern. Similarly, by typing *all,* the student is introduced to the second right-side home row letter in a fully patterned manner.

Students learn the ASKL keys first because these letters are part of the home row **and** they can be combined to form words. When new letters are added, they are incorporated within kinesthetic and linguistic patterns. Such patterning makes learning to touch-type very efficient and enjoyable.

What is the rationale for how the practice passages are sequenced?

Practice passages adhere to two important principles:

- Patterned words are repeated enough times to build up a rhythm and fluency that then transfers to typing the word within a phrase or sentence where it is not repeated.
- Passages progress from simpler to more complex phrase and sentence patterns.

When the phrase and sentence patterning combines with the linguistic patterning, student typing develops in an almost effortless manner.

Why aren't my test scores updated when I retake an accuracy and speed builder test in KeyWords?

Your test scores are only updated if both the words-per-minute score and the accuracy (number of errors) improve. If only one score improves, the test scores are not updated. For example:

- *Original test scores:* 48 words per minute, 5 errors
- *Test 2 scores:* 42 words per minute, 3 errors—scores are not updated because you typed fewer words per minute.
- *Test 3 scores:* 50 words per minute, 6 errors—scores are not updated because you have more errors.
- *Test 4 scores:* 50 words per minute with 3 errors—scores are updated because both scores improved.

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About Renaissance Learning

Renaissance Learning is a leading provider of cloud-based assessment and teaching and learning solutions that fit the K12 classroom, raise the level of school performance, and accelerate learning for all. By delivering deep insight into what students know, what they like, and how they learn, Renaissance Learning enables educators to deliver highly differentiated and timely instruction while driving personalized student practice in reading, writing, and math every day.

Renaissance Learning leverages top researchers, educators, content-area experts, data scientists, and technologists within a rigorous development and calibration process to deliver and continuously improve its offerings for subscribers in over one-third of U.S. schools and more than 60 countries around the world.

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